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The First Decade of the Society of American Archivists¹

By PHILIP C. BROOKS

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WHEN Miss Norton, as president of the Society, asked me more than a year ago to prepare this paper, I told her that it would be psychologically impossible for me to write an objective history of the Society, and that no one should expect me to do so. I agreed to set down what the war historians might call a "first narrative," based upon my own observations, some study, and, doubtless, some of my own opinions. When the task was begun, my effort was to "capture and record" important developments, to use another phrase of the war historians. But it soon became clear that our history is well recorded already. Because we are record conscious and because our geographical dispersion requires the writing of many letters, the Society's archives are voluminous and the publications of this organization and its predecessor are fairly impressive in volume. My main job, in fact, has been the historian's perennial labor of selecting significant elements and trying to identify a few important objectives, trends, and accomplishments.

Recently I have had occasion to report upon one kind or another of archival developments for one day, a quarter, a fiscal year, the six years of the war, and now a period of ten years, in addition to making certain administrative predictions for the next two years to come. What this has done to my perspective I don't quite know, but it must have done something, for my ten-year narrative begins with the year 1899. I cannot, of course, tell the complete story of the Society in this brief paper, let alone the narrative of its predecessor. But it would be a serious error to cast the Society's history in any other light than as simply the last decade of progress that has been going on for nearly half a century.

In 1899 our parent organization, the American Historical Association, established a Public Archives Commission "to investigate and

¹ A paper read at the Tenth Annual Meeting of the Society at Washington, D.C., Oct. 25, 1946.

report, from the point of view of historical study, on the character, content and functions of our public repositories of manuscript records."² Because the approach was primarily that of the user of manuscripts, the members of the Commission were persons whom we remember, if at all, in connection with historical writings rather than as concerned with archives: William MacDonald, chairman; James Harvey Robinson; Howard W. Caldwell; and Lester G. Bugbee. Within a year the Commission produced an imposing volume of reports on archives in several states. Their authors were, for the most part, historians rather than archivists, and there was a reason other than the fact that few archivists existed at that time. The introduction said that "in the selection of its staff the Commission have thought it best not to seek to enlist the services of public officials or archivists, partly because such officials are commonly more overworked, and partly for the reason that the official custodians of public documents may often be reluctant, for various reasons, to call attention to defects in the treatment of the papers under their care."³ By 1909 some forty-one reports on state and municipal archives had been published.

As this Commission entered its second decade a new group of leaders appeared, several of whom are fortunately still with us. These include Victor Hugo Paltsits, our only living honorary member in this country; Waldo G. Leland; R. D. W. Connor; and, shortly after them, Solon J. Buck. In 1909 the character of the Commission took a significant turn. A conference of archivists was held that year in connection with the annual meeting of the American Historical Association. At this first of a long series of annual conferences Dr. Leland read a significant paper urging discussion of common archival problems with a view toward working out sound principles of archival economy.⁴ His statement is significant for us because it initiated an emphasis upon the management of archives rather than simply upon their use in research, and because the objectives of the conferences were stated in words strikingly similar to those of our own constitution. Dr. Leland hoped that eventually the group might be able to produce a manual of archival practice similar to that of the Dutch archivists. For many years thereafter Dr. Paltsits strove to have the Commission produce such a manual or even a "primer," as he entitled a somewhat less ambitious alternative project.⁵

² American Historical Association, *Annual Report*, 1900, 2: 5.

³ *Ibid.*, 2: 8.

⁴ Waldo G. Leland, "American archival problems," American Historical Association, *Annual Report*, 1909, 342-348.

⁵ Victor Hugo Paltsits, "Plan and scope of a 'Manual of archival economy for the use of American archivists,'" American Historical Association, *Annual Report*, 1912, 253-263;

The Commission's work suffered during and after World War I for lack of financial backing, but the conferences were held nearly every year. The group continued to discuss common problems, to produce some reports on state archives, and, particularly, to participate in the assiduous program of argument for a national archives, which the Historical Association as a whole undertook so effectively under the leadership of Dr. J. Franklin Jameson. Throughout this time the need for impressing upon state and local officials the importance of care for public records became increasingly evident. Under the chairmanship of Dr. A. R. Newsome the Commission served this need well by the preparation of a pamphlet brief enough for public officials to read, entitled "The Preservation of Local Archives."⁶ 6,000 copies of this pamphlet were prepared and nearly all of them distributed among state, county, and municipal officers throughout the country. As a matter of fact, the Society inherited a small stock of these pamphlets and at one time found it worthwhile to produce 150 more copies by offset printing. Calls for the pamphlet have come in as recently as 1946.

The middle thirties saw a prodigious surge of archival activity in this country for at least three reasons. Public disturbances, such as depressions and wars, by causing increased Governmental activity and wide displacement of population always produce abnormal quantities of records, both public and private. Our depression was no exception, and it tremendously increased the need for attention to alarming masses of papers. At the same time the need for relief employment projects provided the occasion for two nation-wide activities, the Historical Records Survey and the Survey of Federal Archives, vastly greater than any other archival surveys that had ever been seen. Somewhat coincidentally, the long agitation of the historians for a national archives came to fruition with the passage of the National Archives Act in 1934.

Out of this ferment of archival activity it was natural that plans for an organization should develop. Dr. Connor, the first Archivist, mobilized a small staff in 1935, including Dr. Buck, who came to Washington in September of that year. Within less than a month Dr. Buck wrote letters on behalf of Dr. Connor to a group of persons whom he asked to participate in discussion of the need for and possibilities of an archival organization at the annual meeting of the American Historical Association at Chattanooga. In addition to freezing, in what our

Waldo G. Leland, "Some fundamental principles in relation to archives," *Ibid.*, 1912, 264-268; Victor Hugo Paltsits, "An historical résumé of the Public Archives Commission from 1899 to 1921," *Ibid.*, 1922, 152-160.

⁶ Washington, D.C., American Historical Association, 1932. 16 p.

southern hosts tried to convince us was not customary weather, those of us who went to Chattanooga heard a stimulating paper on problems of American archivists, by Dr. Theodore C. Blegen,⁷ then Superintendent of the Minnesota Historical Society. He referred to two general sets of problems: first, external regulations, centering in legislation; and second, internal economy, centering in archival practice. He felt that the proposed organization could make contributions in both fields. From the ensuing discussion came a plan for an organizing committee to be appointed by Dr. Newsome, as the last head of the Public Archives Commission. This committee consisted of Solon J. Buck, chairman; Waldo G. Leland; Curtis W. Garrison; Theodore C. Blegen; James A. Robertson; Margaret C. Norton; R. B. Haselden; Alexander C. Flick; Ruth Blair; and A. R. Newsome.

Dr. Buck, Dr. Leland, and Dr. Garrison constituted an executive committee which actually drew up our fundamental law. I don't think that Dr. Buck will mind if I tell you that he had already drafted the constitutions of several other organizations and had become something of a semi-professional constitution writer. The committee went to work promptly in order that it might be prepared for a conference to organize the Society at the time of the projected dedication of the National Archives Building in May of 1936. The organization meeting was postponed for many months because the White House could not set a date for the dedication and the same thing happened to the first annual meeting of the Society at Washington in the following year. It is a good thing we didn't wait, for the dedication of the building never took place.

It was initially planned that the organization be called an "institute of archivists" but that was dropped in the belief that the term "institute" would apply more properly to a select top-notch group within the profession. It was certainly intended that the membership be far broader than that. In fact, the main problem debated by the organizing committee in its correspondence about the drafting of the constitution was whether or not persons who were "concerned in," but not actually "engaged in," the custody of archives and historical manuscripts, such as public officials or trustees of institutions, should be admitted to membership. It was decided that they should not, but there was a saving provision in the clause that any persons "who, because of special experience or other qualifications, are recognized as competent in archival economy"⁸ might be admitted to membership. There was

⁷ Theodore C. Blegen, "Problems of American archivists," *National Archives Bulletin* No. 2, Washington, D.C.: Govt. Print. Off., 1936. 10 p.

⁸ Constitution of the Society, Section 3.

never any question but what the term "archives" was to be used in a broad sense to include private and business archives and collections of historical manuscripts, and in one letter the chairman of the committee expressed the hope that the Society would concern itself with problems of small collections and would interest the amateur as well as the professional archivist.⁹

This Society was born, and took the place of the Public Archives Commission, in the action of an organization meeting at Providence, Rhode Island, December 29, 1936. About a hundred persons who attended this meeting heard Julian P. Boyd recount the unprecedented archival activity of the past couple of years, stressing particularly the work of the National Archives, the Historical Records Survey, the Survey of Federal Archives, and several state agencies. He stressed the need of consolidating the gains that had been made and mentioned some of the tasks and opportunities awaiting the new Society. The group then discussed the constitution and the report of the organizing committee and approved them with minor changes.

The Society started full blown with 124 individual and 4 institutional members, many of whom had been signed up by the organizing committee in advance. I well remember being abruptly aroused from my after-luncheon lethargy with a good cigar in the back of the room by the request of the presiding officer, Dr. Newsome, that Dr. Brooks serve as secretary for the organization meeting. As I took my place at the head table with the founding fathers, most of whom I then held in considerable awe, I was not aware that my temporary assignment was a tip-off on the action of the nominating committee that led to my services as secretary for six years, and I was wholly unaware of what a rich and enjoyable experience and series of associations lay ahead.

In giving this much attention to the predecessor and the organization of the Society I hope I have not put myself in the position of my chief mentor in graduate school who regularly gave a course on the history of the West that seldom got beyond 1790 because he devoted so much time to the Colonial period. If I err, let it be excused, however, on the grounds that it is always wise to look into the background of our activities and responsibilities.

We felt our way—I should say particularly the secretary felt his way—for the first few months. I had much to learn and owe a considerable debt of gratitude for lessons of experience, particularly to Presidents Newsome, Leland, and Connor, Treasurer Julian P. Boyd, and Council members Buck, Norton, and Robertson. In the administration

⁹ Solon J. Buck to Elizabeth Kieffer, Dec. 7, 1936. In files of the Society, Organizing Committee.

of the Society Dr. Newsome immediately set the precedent of giving the secretary considerable leeway for judgment and full backing, as well as expecting him to carry the major part of the actual work. There were long and earnest council meetings, especially in the first year, during which the major trends of the Society's administration were determined.

Since we started with a substantial membership, we were able to establish a conservative and always solvent financial program. The Society has always been able to maintain a fair reserve, part of which was put into the form of a \$1,000 United States bond during the war. In general, about two-thirds of our annual income has gone to publication expenses, about one-sixth to expenses of the secretary's office, and a similar amount allotted to committees, which usually have not used up their allotments.

The Council established at the beginning the practice of having all membership applications and receipts come through the secretary and having all expenditures either made or certified by him. The secretary necessarily knows the membership best, and it is his job not only to keep track of all activities but also to try to see that things get done. This he must do with patience and tact, for neither he nor the president can treat members of the Society as if they were paid employees who can be held to account, other than morally, for fulfillment of the tasks they undertake. Many of our members, and this is not an unusual phenomenon, have been too busy or too casually interested to exercise their franchise by taking a really active part in committee work, in contributing to the journal, and at business meetings. They have thus increased the burden that has had to be assumed by the secretary. The first incumbent of that office has occasionally been accused—in good humor—of being highhanded, of railroading decisions, and of performing other assorted iniquities. Having zealously sought suggestions, stressed the need for distribution of activities by regions and by types of members, and urged the Council to refer matters freely to the whole membership, the first secretary's conscience is clear. Several members, possibly influenced by Jefferson's theory that occasional revolutions are desirable, have staged what could be called at least rebellions in business meetings, usually on the ground that the Council interpreted too broadly its constitutional mandate to manage the affairs of the Society. These good natured disturbances have, in fact, provided a healthy caution to the Council and, if nothing else, have stimulated interest in the business meetings.

This is, fortunately, a small enough society so that each member can know and participate in its affairs. I urge you, with feeling based upon experience, to cooperate as fully as possible with the secretary. His

problems are well described by a poem I once received on a hotel advertisement. This masterpiece set forth the dilemma of the secretary—if he makes suggestions for activities, he is accused of being highhanded, and, if he doesn't, he is accused of lack of interest; if he attends meetings with committees, he is accused of butting in, and, if he doesn't, he is charged with lack of cooperation; and so on through several verses ending "ashes to ashes and dust to dust, if no one else will do it, the secretary must."

The Society has passed through two major periods: its first five years, in which it was getting itself well established; and the war years, in which the main problem was to keep going effectively. Our activities can perhaps best be summarized in four phases: membership, meetings, publications, and committees. By the time of the first annual meeting in June 1937 we had 243 members, of which 18 were institutions. All those enrolled up to that time were considered founding members. A review of the list of that date shows that a considerable number of historians who were primarily users of archives and historical manuscripts joined the organization, as some of them frankly stated, simply to give a good thing a boost. The dominantly professional character of the Society became increasingly apparent through the years, however, and by 1943 the membership was classified something as follows: of the individual members, 41 percent were in official archival agencies and 29 percent in the historical societies or manuscript collecting agencies, 16 percent in Federal agencies other than the National Archives, 1½ percent in business firms, and 10 percent unclassified, including university professors.¹⁰ Of the official archivists, 27 percent were in the National Archives, 16 percent in state archives, and none in local. Of the manuscript custodians or related officials, 14 percent were in universities, 10 percent in private societies or agencies, and 6 percent in state historical societies. I doubt that the distribution has changed materially since that time, except that our representation of business firms and religious and local archives has, fortunately, increased. The same analysis in 1943 showed that of the 231 individual members about 15 percent were in New York and New England, 47 percent in the Middle Atlantic area (District of Columbia to New Jersey), 10 percent in the South Atlantic, 6 percent in the South Central (Mississippi to Texas), 15 percent in the Middle West, and 8 percent in the Far West (Colorado to the coast). I am afraid this geographical distribution has not been changed materially since 1943, although I have always wished that it could be more even.

¹⁰ Report of the committee on membership, 1943. *THE AMERICAN ARCHIVIST*, 7: 66-68 (January 1944).

As to policy on qualifications for membership, I have mentioned that the organizing committee decided that persons "concerned with" but not "engaged in" the custody of archives and historical manuscripts should not be admitted to membership unless for some special reason they were considered competent in archival economy. As a matter of fact, no applicants have ever been turned down, but, of course, the membership committee in soliciting applicants is guided by our overall policy. Questions have been raised from time to time as to the admissibility of public officials who may have authority over archival agencies, trustees of societies, and occasionally individuals who have a healthy interest in our work without actually being engaged in it. I am afraid that we have a tendency to be ingrown and to think and write largely for each other, to an extent that may restrict our efforts to enlist support for archival activities. If some research user interested in supporting better care of archives and manuscripts should express a desire to join the Society, my own opinion is that we would be cutting off our noses to spite our faces if we rejected him. Members of the organizing committee expressed two fears, both of which my experience leads me to feel have not proved well founded. I think we are in no danger of having non-professionals control the organization and that we are in no fear of inroads of "professional joiners," especially since we are not a fraternal order with a badge, handclasp, and rallying song. Both in order to carry our message as well as possible and to build up our resources we need to increase our membership by welcoming applicants who are genuinely interested in the Society.

Two classes of membership have been added since the Society was founded. The organizing committee deferred the matter of honorary memberships until we should be well enough established to have a real honor to confer. Honorary memberships were created in 1941 and the first one extended to President Roosevelt, whose enthusiastic letter of acceptance, we have reason to know, represented his genuine interest.¹¹ Subsequently, honorary memberships were extended to Dr. Victor Hugo Paltsits, to the eminent British archivist, Hilary Jenkinson, to the dean of Latin-American archivists, Joaquín Llaverías of Cuba and to the head of the Italian state archives administration, Emilio Re.

A reduced rate for foreign members was added two years ago for archivists abroad who have no reasonable hope of actually participating in our meetings and who are frequently the unwilling victims of adverse exchange rates. So far we have only a few such members, but I believe that as communications are further reopened we shall be able to profit by the association with more foreign archivists.

¹¹ Franklin D. Roosevelt to R. D. W. Connor, February 13, 1942. *THE AMERICAN ARCHIVIST*, 5: 119-120 (April 1942).

Real interest has consistently marked our annual meetings and the occasional joint sessions we have had with the American Historical Association, the American Library Association, and one with the American Political Science Association. Since 1941 we have had valuable annual sessions with the American Association for State and Local History. Meetings are, of course, our most direct means of keeping acquainted and of exchanging lessons of experience. In the first five years we were able to spread our meeting places geographically, and the successive sessions in Washington, Springfield, Annapolis, Montgomery, and Hartford drew from 75 to 147 attendants, the second largest being in what some of our members considered the far distant wilds of Springfield, Illinois. In the early days our attendance was enhanced in no small way by Dr. Evans' convenient practice of calling a conference of Historical Records Survey supervisors at the time and place of our meeting. One of the sobering experiences of my first months as secretary was the receipt of a trade magazine called *World Convention Dates*, which listed some 7,000 organizations that held annual meetings. So many of these gatherings of plumbers, scientists, fun-makers, and others were huge that I felt toward our Society as Daniel Webster must have felt when he said Dartmouth was a small college but there were those who loved it. Many of the advertisements we received from resorts and entertainers indicated a supposition that we held meetings primarily for a good time and, indeed, remembering Princeton, one may wonder. During the war, however, our meetings had in fact even more than a normally serious tone, including Princeton, because they were always held in the face of considerable difficulty. Activities of the Office of Defense Transportation very nearly caused the cancellation of the 1943 and 1944 meetings, but we were able to maintain an unbroken record, gathering during the war at Richmond, Princeton, and Harrisburg, with attendance of seventy-five or more. Wartime conditions still existed to some extent when in 1945 we again went to the Middle West for a successful gathering at Indianapolis. And now we have a hotel strike in Washington!

As to the third phase of our activities, that of publications, the first issuance has so long been out of print that many members are perhaps not familiar with it. For some months we had no editor and the Council wanted to build up a financial reserve before embarking on a regular publication. Professor Theodore C. Pease, a former chairman of the Historical Manuscripts Commission of the American Historical Association, was appointed editor in the summer of 1937. He began his task by issuing a mimeographed volume of *Proceedings* of the organization meeting and of the first annual meeting, a 103-page volume that contains a number of valuable papers. We were very modest in those

days and prepared such a small quantity of this volume that it was out of print within a few months. Professor Pease then drew up plans for *THE AMERICAN ARCHIVIST*, which first appeared in January 1938. His proposals called for the inclusion of "(1) extended review articles on various phases of archive economy and administration, or articles descriptive of bodies of archive material of general interest; (2) abstracts of articles in foreign journals . . . ; (3) news notes . . . ; and (4) reviews of books."¹² Time does not allow citation of outstanding items here, but to review the entire file as I have recently done reveals a wealth of archival information.

Publication has continued uninterrupted despite wartime difficulties, and I believe that ours is the only journal in the world dealing strictly with archival economy that was not suspended. For the nine years of Professor Pease's editorship we benefited by a \$500 annual subvention from the University of Illinois. Professor Pease's earnest labor constituted one of the few most important individual contributions to the Society's history. He resigned at the end of the war under pressure of many conflicting duties, with the explanation that he had not wanted to leave us stranded as long the war continued. Miss Norton's editorship began auspiciously with the July 1946 issue.

THE AMERICAN ARCHIVIST has been perennially short of copy and, while one may realize that busy archival officials have little enough time in which to write articles, especially during the war, the fact remains that the journal is to a considerable extent what its contributors make of it. The Council and the editors have discussed long and seriously certain policy questions with the result of at least three changes this year in the management of the journal. In the first place, Miss Norton has expressed the desire to make the journal more practical, which I interpret as meaning to contain more material on specific methods that can actually be put into practice by persons engaged in the custody of archives and manuscripts, at the same time retaining a reasonable emphasis upon exposition of archival theory. In the second place, it is evident that the editorial board is going to be more active than it has been in past years. In the third place, I believe we are now agreed that the editor and the board will stimulate the market for production of articles more than the policy of the first editor allowed.

We have yet to consider the fourth phase of our activities, our committees. They have been so numerous that I cannot, of course, take them up individually. We began with a full lineup of committees, the titles of which were practically as suggested by the organizing committee. They included three on various archival relationships: one of them on international relations; one on public relations, charged with the

¹² Theodore C. Pease, "Proposals for the journal of the Society of American Archivists," June 1, 1937. In files of the Society.

promotion of public interest in and support for efficient archival administration; and one on cooperation among archival agencies in the United States, such as the exchange of publications and duplicates and the loaning of reproductions. There were committees on terminology, training of archivists, classification and cataloging, equipment and mechanical techniques, reduction of archival material, motion pictures and sound recordings, and maps and charts.¹³ It will be seen that our present-day committee list is quite different.

I have mentioned the difficulties encountered in getting constructive work done. This applies particularly to service on committees. There is a close correlation between the effectiveness of committees and the extent to which their chairmen have definite objectives in mind. This is illustrated by the work of the group dealing with uniform state archival legislation, which carried on an interest that Dr. Newsome had begun before the Society was established. Under his chairmanship, this committee, the most effective that we have had, produced three model state laws, one for the control of public records and the other for the establishment of an archival and historical agency.¹⁴

Some other committees have made valuable contributions spasmodically. Dr. McCain, as chairman of the committee on public relations, produced a valuable report on public relations of a state archives.¹⁵ Mr. Leahy gave us some informative reports as chairman of the committee on reduction of archival material. Dr. deValinger's committee on publication policy undertook a useful survey and later the preparation of a manual jointly with the American Association for State and local History, both of which projects I believe are still in the mill. A special committee on pronunciation confirmed our belief that *ar'chivist* and *archi'val* were correct usages, although after the parliamentary debate at the Annapolis meeting I believe no one yet knows whether the committee was ever discharged and its report adopted or not. The committee on training of archivists, under the chairmanships of Dr. Bemis, Dr. Pease, and, subsequently, Dr. Posner, produced some of our most valuable reports. And of course the administrative committees, such as those on membership, nominations, programs, and arrangements for meetings, have contributed indispensable services.

¹³ Report of the committee of 10, Dec. 29, 1936. In files of the Society, Organizing Committee; Report of the secretary, June 18, 1937, *Proceedings, 1936-1937*, 97-101.

¹⁴ "The proposed uniform state public records act," *THE AMERICAN ARCHIVIST*, 3: 107-115 (April 1940); "A proposed model act to create a state department of archives and history," *Ibid.* 7: 130-133 (April 1944). Since this paper was written a third model has come from this committee, designed for the rare state that can afford an exclusively archival agency, "Model Bill for a State Archives Department," *THE AMERICAN ARCHIVIST*, 10: 47-50 (January 1947).

¹⁵ William D. McCain, "The public relations of archival depositories," *THE AMERICAN ARCHIVIST*, 3: 248 (October 1940).

One special group of committees deserves mention in connection with our wartime experience. As the war loomed, Dr. Leland foresaw its archival problems in an inclusive presidential address, showing that archivists were not well prepared.¹⁶ At his suggestion, four special committees were organized: on the protection of archives against hazards of war, the emergency storage of archives, the history and organization of Government emergency agencies, and the collection and preservation of materials for the history of emergencies. The first two, under the direction of Dr. Connor and Collas G. Harris, were subsequently combined. With the cooperation of the National Resources Planning Board's Committee on Conservation of Cultural Resources and that of the National Archives, the group produced a bulletin on *The Care of Records in the National Emergency*.¹⁷ The committee on history and organization of Government emergency agencies, headed by Dr. Buck, with staff assistance from the National Archives, surveyed existing literature and made suggestions out of which grew the National Archives' *Handbook of Federal World War Agencies and Their Records*.¹⁸

If I now mention some fields in which I think we have not accomplished what we should have, let it be with a full understanding of my own responsibility and as an indication of lines of future opportunity rather than any aspersion on past or present chairmen, many of whom have made real efforts. Let it be also with the realization that our very association has stimulated indirect accomplishments in the work of single institutions or members. Of course, the work of several committee chairmen has appeared in papers read at annual meetings.

In none of the fields of archival relations have our hopes been met. Outside of Dr. McCain's report on public relations, we have never effectively met the problem of approach to state and local officials who might provide authority and resources for archival and historical manuscript agencies. To be sure, the distribution of separate copies of the model public records act directly and through the Public Administrative Service of Chicago has been of substantial significance. Several provisions of that model have been evident in laws adopted by a surprising number of states in recent years. As a matter of fact, an up-to-date outline of the status of state archival legislation, such as that contained in Dr. Newsome's second presidential address, is another opportunity for real accomplishment.¹⁹ One project which I think has

¹⁶ Waldo G. Leland, "The archivist in times of emergency," *THE AMERICAN ARCHIVIST*, 4: 1-12 (January 1941).

¹⁷ National Archives, *Bulletin No. 3*, Washington, D.C.: 1941. 36 p.

¹⁸ Washington, D. C.: Govt. Print. Off., 1934. 666 p.

¹⁹ A. R. Newsome, "Uniform state archival legislation," *THE AMERICAN ARCHIVIST*, 2: 1-16 (January 1939).

real possibilities is the preparation of a bulletin on records administration for state and local government administrators. Its accomplishment has been delayed by my own shortcomings as chairman of the committee on records administration. It is the sort of thing I have in mind, however, when I say that I think we need to turn out tangible pieces of writing that will be useful not to ourselves so much as to those whom we must convince—the producers and consumers of the values in records.

Little or nothing has been done toward the initially stated objectives of encouraging cooperation among archival agencies by exchange of publications and the loaning of reproductions. The committee on international relations has sporadically sought the association of foreign archivists but the war deferred many of its aspirations. In forthcoming years an organized system of communications with archivists in Europe and other parts of the world should be developed along the lines of the circular letter sent to Latin-American archivists two years ago. Several of us ardently hope for an international conference of archivists to be held in this country within the next few years.

While we have had a number of valuable articles and discussions on archival training, we might make a still more tangible contribution in that field by having our committee serve as an active clearing house of information on training methods as suggested by our present secretary in his annual report as Archivist of the University of Virginia eight years ago.²⁰

There are many kinds of technical methods on which we need to exchange information, and the October issue of *THE AMERICAN ARCHIVIST* certainly shows increased promise of our doing so by means of that journal. In such fields, committee work could well serve to analyze, compile, and criticize respective methods and to set forth the results for our members. Among technical fields the one on which I think we have fallen short most seriously is that of application of micro-filming techniques as they may apply to widely varying kinds of agencies.

Other fields of opportunity could be cited. Projects for committees must be carefully selected in the light of available time and the probability of accomplishment. They must pertain to functions or activities common to enough members to make them worthwhile. These activities, not the subject content of records, are the common denominator among archivists and historical manuscript custodians.

On the whole, it seems to me that we should not have standing committees on certain subjects without any clear-cut mission or that

²⁰ Lester J. Cappon, *Eighth annual report of the Archivist of the University of Virginia Library, 1937-1938*, 3-4.

we should try to have committees to do jobs, such as descriptions of specific archival methods, which individual agencies have been resources to perform. Committees are never likely to be efficient administrative organisms, and I believe that they should exist in a society like this only where there is a need for distributing labor among several members or, more important, exchanging or pooling information. The more I think about work of committees, the more I believe that comparison and critique should be their bywords.

The Society now has its post-war opportunity and responsibility to assume real leadership—to foster the development of improved care of records with all that we feel that that means as a contribution to democratic civilization. We need somehow to arouse the same sort of enthusiasm that was evident in the zeal for organizing the Society and for meeting our wartime problems. The Society, after all, is still quite young. We must not allow it to lull itself into languorous lassitude at this early stage.

The United Nations Archives¹

By ROBERT CLAUS

United Nations Archives

THE United Nations Archives can trace its history as an agency from the days of the San Francisco Conference in the spring of 1945, when an archives unit functioned as part of the documents service. It was engaged primarily and almost exclusively in the job of maintaining custody of the documents of the Conference—"documents" in the particular sense in which the word is still used by the United Nations, that is, the printed or mimeographed serial issuances produced by or for the Conference or submitted to it and reproduced as working materials. A similar archives unit operated as a part of the secretariat of the Preparatory Commission in London from August 1945 to January 1946, and was succeeded by an archives unit in the United Nations Secretariat. Mr. Arvid Pardo, who became Acting Archivist early in 1946 and served until October, was an enthusiastic and energetic campaigner for the recognition of the Archives as an important operating agency, whose functions ought to include not only the custody of "documents" in the strictest sense but also the custody of all non-current files and the responsibility for appraising, indexing, and describing the records and for exercising the other professional functions of larger archival establishments.

To these views strong support was lent by the National Archives document, "Proposal for a United Nations Archives," issued in October 1945. This report antedated the establishment of the Secretariat by several months, and it is safe to say that even its authors did not expect that its recommendations would be made effective immediately. Nevertheless, though some of its suggestions are still considered to be a little premature, the responsible administrative officials of the United Nations became acquainted with it early in the life of the agency and recognized the validity of its principles even while they were still unable to put them into practice. By the fall of 1946, however, the United Nations had moved into its "permanent-temporary headquarters" at Lake Success, the most pressing organizational problems had

¹ Paper read before the joint luncheon of the Society of American Archivists and the American Historical Association, at New York, December 27, 1946.

been dealt with, and the decision was finally made to establish the Archives as a full-fledged administrative unit, to recruit a professional staff, and to undertake the manifold archival activities that had so far been neglected.

The staff is now actively engaged in all of the functions described as "essential" in the National Archives "Proposal." Valuable non-current records of the United Nations are being accessioned, stored, maintained, arranged and described, and serviced, and advice and assistance are given on the disposal of useless records. Considerable time is also devoted to the receipt, registration, and filing of the official record copies of current documents.

A comprehensive statement of functions was drafted in October and, it is hoped, will shortly be approved and circulated. Certain other responsibilities, in addition to those mentioned above, have been recognized in principle, but staff and facilities are not yet available for carrying them out as fully as one could wish. It would be desirable, for example, for the United Nations Archives to serve as a central source of information on the archives of all international bodies, both past and present. Collection of such information is a difficult task, however, and little has yet been done. Advice and assistance in current records management could usefully be rendered by the archivists, and special research projects might often be carried out by the Archives for other units of the Secretariat, but these are still plans for the future.

The records in the United Nations Archives are so far limited to four groups: the records of the San Francisco Conference, April-June 1945; the records of the United Nations Preparatory Commission and its Executive Committee, August 1945-January 1946; the records of the so-called "Princeton Mission" of the League of Nations Economic Section, 1940-46; and the official record copies of United Nations documents.

The records of the United Nations Conference on International Organization held at San Francisco in the spring of 1945 are of course of basic importance in the history of the United Nations and should provide rich source materials for studies on that subject as well as on the origins of several of the sub-agencies and associated agencies. The United Nations Archives possess complete sets of the officially issued documents in all five official languages (plus two documents in Portuguese), as well as copies of verbatim minutes of the plenary sessions and the meetings of the four commissions and the numerous working committees. It also has the drafts and working papers of the committees, the documents submitted to them by the various delegations and by the public, and the correspondence files of the conference. There is also a set of official photographs of the conference. The United Na-

tions Information Office has published a useful, though not quite complete, set of the documents issued by the conference, and the United States Department of State has recently issued a collection of the more important documents. For the research worker, however, these published sources must be supplemented by the working papers and particularly by the verbatim minutes.

At the conclusion of the San Francisco Conference, arrangements were made for the establishment of a Preparatory Commission to meet in London for the purpose of drawing up an agenda and arranging for the convening of the first session of the General Assembly. An Executive Committee performed the preliminary studies for the Preparatory Commission, and its records, together with those of the Commission, contain the story of much of the detailed organizational and procedural planning that preceded the formation of the Secretariat and the convening of the General Assembly on January 10, 1946. The records now in the Archives consist of serially issued documents, verbatim minutes of meetings, and committee working papers. Preparatory Commission correspondence files have not yet been accessioned.

The official files of United Nations documents have already become the bulkiest of the collections. They comprise mimeographed or printed copies of the various classified series issued by or for the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council, the Atomic Energy Commission and the Secretariat, as well as the typed copies of verbatim minutes and drafts of documents. The document series include, for each agency, such items as agenda, journals, summary reports of meetings, proposals for action, drafts of reports, copies of important communications received, and other working documents. All correspondence files of the United Nations are still considered administratively active and remain under the jurisdiction of the Registry Section.

In the fall of 1940, the League of Nations, finding increasing difficulty in conducting its economic research activities in Geneva because of the war, transferred those activities to Princeton University, where they were continued until August or September of this year, at which time much of the work was taken over by the United Nations. The files of the Princeton Mission, covering a six-year period, are now in the United Nations Archives. They contain a wealth of material, not only on the administration of the office and the work it did, but also on world economic conditions and trends in general. Reports, studies, and memoranda produced by the office or collected by it from other sources deal with such topics as agricultural production, balance of payments, foreign capital needs, cartels, commodity stabilization plans, currency conditions, control of inflation, customs unions, demographic problems,

employment policy, monetary problems, prices, rationing, raw materials, and reparations. Their value is great for the economic historian as well as for the Economic Affairs Department of the United Nations.

All of the Geneva records of the League of Nations, amounting perhaps to three or four thousand cubic feet, remain in Geneva in the custody of the United Nations office there. Naturally they contain much material of tremendous value to the work of the United Nations, and activities in preparation for their transfer to the United Nations Archives are now under way. It is hoped that at least the more useful parts of them will be well established at Lake Success by the time the second session of the General Assembly convenes next fall.

Mention should also be made of another large accession that is being arranged. This consists of the files of the United Nations Relief and Rehabilitation Administration, comprising a vast and so far unanalyzed body of records scattered all over the world. UNRRA officials are collaborating with the United Nations in making arrangements for their transfer at a mutually convenient time and in weeding, arranging, and otherwise preparing the records for shipment and future research and administrative use.

Reference should also be made to two specialized activities that the Archives hopes to undertake soon. One is the custody, indexing, and servicing of a large quantity of sound recordings of speeches made in United Nations meetings. These were prepared for use in checking official minutes and translations and for incorporation in radio transcriptions as a part of the public information program. Their historical value has not been thoroughly explored, but it seems reasonable to believe that the speaker's own words on a crucial point may often convey much more than the written record of them.

The second type of activity concerns the making and distribution of microfilm copies of important series of documents. The initiative in planning such a program has been taken by the Documents Division, but the Archives will collaborate closely, and it is hoped that it will be possible to develop something along the lines of the National Archives file microcopy program.

Indexing¹

By BERTHA E. JOSEPHSON

Columbus, Ohio

AFTER composition is completed with all the necessary footnote citations, an adequate bibliography, maps, illustrations, and the other required addenda, your next task is to prepare a minute inventory to the storehouse of material you have garnered, and then to arrange this inventory so that your reader, can, after a moment's search, find any fact, name, or other detail in your mass of paragraphs, pages, and chapters. For your research you broke down the information of others into tiny bits, and, after putting these bits on note-cards, you erected from them a complicated structure of your own. Your initial task in indexing is to analyze your historical edifice and make enough keys to each item for the curious searcher to find any detail he wants without too much difficulty. In your search for material you have used indexes made by other people and have undoubtedly been pleased with the ease with which some of these supplied you with the desired facts, or, in turn, you have been irked by the inadequacy of others which were too sketchy or perhaps even inaccurate.

The making of an index is a laborious job but a good index is indeed a joy to its users. The making of indexes has too often been considered an editorial job or even a clerical assignment. Actually, however, to index satisfactorily requires a considerable knowledge of the material, of its classifications, of its synonyms, of its overtones, and its ramifications. No one but the author can have such an intimate knowledge of the subject matter—a knowledge that is essential in indexing.

But even the author needs something more than just knowledge of his subject in order to be able to make a good index. General qualities such as good taste, good judgment, and habits of conciseness and of liberal and comprehensive thought are additional attributes important to indexing. Then, too, the indexer needs the ability to feel instinctively, at first glance, which subjects should be indexed;

¹ This article is a chapter from a "Handbook for Historical Writers" now in progress by the author, who is at present on leave from the Ohio State Archaeological and Historical Society.

he should possess a so-called "index-sense" which enables him to be in touch with the searchers, and to appreciate just how the topics will be looked for and what arrangements will permit these objects of search to be most readily found.

Unlike book cataloging, indexing has little use (except in the indexing of periodicals)² for author and title entries. The all-important entries are the subject-entries. By *subject* is meant any event, place, person, fact, relation, topic, or anything which may be an object of thought and may become an object of search. Corresponding to each subject in the material to be indexed there is needed an *entry* in the index expressive of the subject and indicating the place where it can be found. Sometimes, for the sake of completeness and compactness, and in order to avoid unnecessary duplication of entries, instead of making a number of entries under a certain heading, a *cross-reference* is made from it to another heading where all the entries are made.³

The word (or words) in an entry which indicates the subject and determines the alphabetical position of the expression for which the searcher looks is called the *heading*. Numerous entries relating to the same subject may be grouped under one heading, expressing the subject in the briefest and most general way. To index under a certain word means that the word is placed first in the entry and becomes the heading.

Author-entry is entry under an author's name of works or articles written by him.

Title-entry is entry of a work or article under its own title.

Subject-entry is entry of a subject under the word or expression which is the best designation of the subject, irrespective of any title actually used.

By *searching* is meant the consultation and use of an index after it is completed.

Your first task is to read your material sentence by sentence. If your index is going to be printed then you will have to wait until your copy is in page proof, although you could make out your entries even from manuscript copy and keep them unalphabetized in the order of paging until you have the printed page numbers to insert. Some indexers check or underline the words or phrases which will become entries. This is an aid in checking for errors or omissions later. Do not, how-

² But that is another tale discussed elsewhere.

³ There are two types of cross-references. One shunts all information to another entry by the directing word "see." The other directs the searcher's attention to further information about related subjects with the clue-words "see also," at the end of the first entry. For more on this see page 147.

ever, rely upon an assistant to write your entry slips for you. There is no better teacher as to what should or should not be indexed than the gruelling task of writing your own entries. Otherwise you will unwittingly underscore words that should not be indexed or omit those that require entries.

While it is not essential to index items that are mentioned only incidentally or are very general and vague in nature, it is best to err on the side of over-inclusiveness rather than to omit important items. Do not index such parts of speech as articles, prepositions, and conjunctions, and avoid indexing curiosities such as "Maxim," "Quotations at beginning of chapters," "Something to avoid." In other words, make an index, not a concordance.

Go through your copy with an eagle-eye and a figurative fine-tooth comb, and while doing so you will find, perhaps, that you have failed while preparing your composition to give the names of individuals in full the first time these names were mentioned. Now is the time to remedy such oversights, for your index must be complete in so far as possible. In addition to the underscored key words you may find it necessary to write-in certain other entries where the exact wording does not actually appear on the page but the idea pertaining to the entry is contained in the copy though it is conveyed in slightly different phraseology. Write the entry slips as you mark, or at least after you have marked a page or two. Do not let them bulk up.

For indexes which are later to be printed, slips of 3" by 5" size made of ordinary scratch pads or other cheap stock are generally best. Do not try to put more than one entry and page number on each slip. Combinations and correlations come later. Do not alphabet the slips at this stage. Just write and keep them in the order of the pages upon which the words appear.

Continue chapter by chapter until your entire volume is marked and slip-written. Do not forget to make entry slips for your illustrations, maps, and material in the addenda. Do not index the bibliography. It is a moot question as to whether to index the footnotes—most indexers don't though your readers may thank you for going to this extra trouble.

To make the best kind of entries you must keep in mind the following rules:

1. An index is not something for temporary arrangement but a tool to be used permanently. The trouble and work in making it should be considered in the light of the extent to which it will later be used. If this use is to be extensive no efforts should be spared to make the index a saver of time and labor for the users.

2. A well-considered plan should be determined upon at the start

of the indexing. The length of the index will depend upon the minuteness and detail to which the subjects are indexed, and upon the fullness of the entries. It is important to fix a degree of minuteness and detail in advance and to settle the style of the entries.

3. Consistency and uniformity in the phrasing of entries are essential throughout the index. *For example*, do not make one entry *Roman Catholic Church*, another, *Catholic Church, Roman*, and a third, *Church, Roman Catholic*. Make a list of entries which have a possible choice of form and keep this list before you as you write your slips.

4. However rigid your system, you will, at times, find it necessary to exercise judgment and discriminate between fine points that may be exceptions. When these occasions arise, do not become a slave to your plan. Use good sense.

5. Index each subject under as many headings as may be necessary to make reference easy and complete; use cross-references where they are in order. *For example*, index an item relating to "freight traffic of railroads in New York and Pennsylvania," under *Freight, New York, Pennsylvania, Railroads, Transportation*, etc. You will note that four of these entries use headings which appear as key words in the sentence, but that *Transportation*, an equally important heading, does not actually appear but has been supplied, since it is more likely to be the standard heading than the word "traffic."

As many entries should be made as will present the subject in all its phases. Usually, the more vague the subject is, the more indefinite names applied to it, the greater the number of headings under which it will be necessary to index it.

6. On the other hand, useless matter and unnecessary duplication of work should be avoided. Be practical and omit entries and headings which will never be sought.

7. If there are several synonymous headings, equally eligible, select one of them for entry and make cross-reference from the others to it. *For example*, if you select *Newspapers* as your heading, you should cross-reference entries under *Press* and *Journalism* to "See Newspapers."

The language of the text and least of all that of titles (except for the title-entry) need not be followed. *For example*, an article treating of the Louisiana Lottery, entitled "The Degradation of a State," should, for subject-entry, be indexed under the following headings:

Lotteries, in Louisiana
Louisiana, lotteries in
Louisiana Lottery

The words of the title have no significance for the searcher in this instance.

8. Index a subject under its specific name rather than the class which includes it, but make a cross-reference or perhaps a full entry also under the class. *For example*, index under *Republican Party*, *Democratic Party*, *Free Soil Party*, etc., but cross-reference or repeat the full entry under *Political Parties*.

9. When a subject is indexed under several entries, each entry should contain only matter pertaining to its own heading. *For example*, an item relating to "Railroads in New York and Pennsylvania," should be indexed:

New York, railroads in
Pennsylvania, railroads in

Not:

New York and Pennsylvania, railroads in
Pennsylvania and New York, railroads in

10. Headings identical in form but different in meaning, should, with the entries under each, stand separately. Explanatory phrases may be added in parentheses or otherwise to distinguish them. *For example*, the heading *Instrument*, meaning a writing or document, should stand by itself distinct from the same word meaning a mechanical implement.⁴

11. The character of the material to be indexed, the qualifications of the persons likely to use it, and the class of headings apt to be looked for must all be taken into consideration in determining the nature of the index. In a general history volume specific entry becomes highly important, to the disregard of class entry; while in a special study, class entry increases in importance. In a geographical work, places have preference and in a genealogical work, family names should be indexed every time they occur. In a history of New York State there would hardly be the heading *New York State*. In a general history of the United States, however, the heading *New York State* might very properly be listed.

12. After all your entry slips are made, check these carefully with the text. Errors and oversights are easy to creep in and can be eradicated more easily at this stage than later. It is advisable to have someone else check for you, since you may be blind to errors which another will be able to discover.

13. The next step is to alphabet your slips. This is most easily done by first putting all the A headings in one pile, the B's in another, etc. This called "rough" alphabeting. Then within each letter you may

⁴The most amusing example of failure to observe this rule occurred in an index which combined the heading Buffalo (for the city of that name in New York State) with the entries for the same word signifying the animal (that is, the Bison).

arrange exactly in alphabetical order all the cards found in that category. When you do this you will find that certain slips have the same headings with different page numbers and different sub-headings. *For example*, you may have six slips for "canals," three for "court-house, four for "apple-trees" and ten for "Jordan, Frank." Of these, some may be just casual references with no Sub-headings, but others may have sub-headings. *For example*, your six slips bearing the heading "Canals," may be as follows:

Canals, 14
 Canals, federal aid for, 15
 Canals, 16
 Canals, commissioners appointed, 17
 Canals, dedication of first in Piketown, 20
 Canals, 27

There are three possible methods of organizing these entries. The first is an arrangement by pagination and the other two are both arranged by alphabetizing but differ in method of indention.

Examples:

Economy of space is achieved in the arrangement according to pagination with the material set solidly in indented paragraph form. Entries with no sub-headings precede those which have sub-headings:

Canals, 14, 16, 27; federal aid for, 15;
 commissioners appointed, 17; dedication
 of first in Piketown, 20.

The same material may be arranged in alphabetical order for sub-heading:

Canals, 14, 16, 27
 commissioners appointed, 17
 dedication of first in Piketown, 20
 federal aid for, 15

When the block indention form is used there may be a series of leaders from the sub-head to the page number or the page number may be set in the opposite margin without leaders:

Canals,	14, 16, 27	Canals	14, 16, 27
commissioners appointed	17	commissioners appointed ...	17
dedication of first in Pike-		dedication of first in Pike-	
town	20	town	20
federal aid for	15	federal aid for	15

Or the same sub-headings may be arranged in alphabetical order yet set solidly without the block indention:

Canals, 14, 16, 27; commissioners appointed, 17;
dedication of first in Piketown, 20; federal aid for, 15.

You will note that in the solid arrangement semi-colons are used to separate sub-headings, but only commas separate casual reference which take no sub-heading.

It is difficult to recommend which method of indexing is to be preferred. Both the arrangement according to pagination and the one according to the alphabet have been used by historical writers. If economy is the deciding factor, and it often is, then the solid formation is much easier to follow when arranged according to pagination rather than alphabetically. Alphabetical arrangement has a greater claim when the block indentions are used.

For headings with few sub-headings, arrangement according to pagination is, perhaps, just as satisfactory and much more economical of space. When a heading has a mass of entries, however, this becomes tiresome and the solid grouping may make it difficult to find the specific item desired. In such an instance, block indentions arranged alphabetically are much simpler for the searcher. It is possible to use a combination of the arrangement according to pagination for headings with few entries and an alphabetical block-indentation arrangement for those with many entries. Be sure, however, to use the block-indentation consistently for all instances of alphabetical arrangement.

14. Another method of economy in indexing is through the use of abbreviations. Abbreviations are admissible in an index even if they are frowned upon for any other phase of historical writing. Yet, even here, they ought to be used sparingly and with caution. Do not abbreviate to the extent that your resulting entries will become meaningless puzzles and annoy the searcher. Abbreviations are justified by the necessity for economy of time, space, and expense. Decide upon the abbreviations you intend to use, make out an alphabetical list of these and keep the list handy while you are writing your slips.⁵

15. Word your entries to suggest the subject without too much circumlocution. Resort to inversion where necessary if this will make the entry more easily understood. Transpose the words and arrange them in logical fashion.

For example:

Revolution, American, decisive battles of,
Smith, Capt. John, travels of

⁵ *Abbrevs. (A Dictionary of Abbreviations)*, compiled by H.J.S. (Hubert John Stephenson), (New York, 1943), is helpful. Do not abbreviate where the abbreviation will only save one or two letters.

Not

Revolution, decisive battles of American
Smith, travels of Capt. John

Whenever possible, the entry as it would stand in its natural order may be divided into two parts in transposed order.

For example:

"Construction of railroads in United States"
"Railroads in United States,
construction of"

16. Indexes are arranged with "hanging" indention; that is, the first line of each entry should be flush with the margin and all succeeding lines within an entry are indented.

17. For periodical indexing the name of the author may be inserted in the entry after the subject. For cumulative indexing the date or the volume number has to be inserted in each entry.⁶

18. A title-entry is included in an index to enable the searcher to find a book or article the title of which is well-known. This sort of entry is most needed in indexes of historical periodicals, society transactions, etc. The title need be indexed only once and all unnecessary words may be omitted; explanatory additions can be inserted in brackets. The entry should be indexed under the first word of the title omitting articles such as "The," "A," or "An." Indistinct introductory phrases (such as "An Account of," "Treatise on") may be transposed in a title but do not transpose names of individuals when these form the title. Instead, index also under the surname.

For example:

Guy Mannering

Not

Mannering, Guy

19. For multiple worded headings it is best, if possible, to preserve the natural order.

Examples:

District of Columbia
Medical jurisprudence

⁶ More about this in another chapter.

If, however, any one word contains the most prominent or most specific part of the idea, or plays the most important part in the meaning, transpose it so as to bring that word first for indexing.

Examples:

Ghent, Treaty of
Justice, Department of
Potomac, Army of the

If there are two or more words of equal or coordinate prominence and importance in meaning, each presenting different aspects of the general idea, make similar entries in full (or similar cross-references) under each word. For "War between the United States and Mexico (1846-48)," for example:

Mexico, war with U.S. (1846-48)
United States, war with Mexico (1846-48)

Sometimes the entry can be made under the class containing the subject with cross-reference to and from it.

For example:

"War between United States and Mexico" might be indexed under "Mexican War" with the following cross-references:

Mexico, *see* Mexican War
United States, *see* Mexican War

Be sure to make sufficient cross-references to the one word or arrangement of a heading under which the entry is made. Use good judgment in this. *For example*, if your entry is "Political economy," no one is likely to look under "Economy," but if your entry is "Medical Jurisprudence," someone may look for it under "Jurisprudence," so it would be best to cross-reference "Jurisprudence, medical."

20. Foreign names of places, persons, etc. which are rarely translated into or thought of by their English equivalents, should be indexed in their foreign form.

For example:

Giovanni *not* John

Others may be indexed under their corresponding English equivalent especially when this equivalent is more commonly used than the original.

Bavaria *not* Bayern
William *not* Wilhelm

21. Names of capes, forts, lakes, mountains, etc., should be indexed under the distinctive name rather than the prefix unless the prefix is properly part of the name. In doubtful cases, cross-reference.

Examples:

Kearney, Fort
May, Cape
Ontario, Lake
Washington, Mt.

But:

Cape May City
Fort Wayne (Ind.)
Gulf of Mexico
Mexico, Gulf of, *see* Gulf of Mexico
Rio de Janeiro

When there are a great number of each classification it might be advisable to group under headings such as Forts, Mountains, Rivers, etc. When an entry is made under such a grouped heading the sub-headings are easiest to locate when placed in an alphabetical block arrangement.

22. Ordinary names of persons should be indexed under the surname, the personal title or forenames or initials should follow.

Examples:

Meade, Maj.-Gen. Geo. G.
Scott, Sir Walter, Bart.
Thomas, Mrs. S. B.

23. If a person is referred to by a pseudonym and the real name is known, enter under the real name, making a cross-reference from the pen-name to the real name. Also cross-reference between a maiden and a married name.

Examples:

Clemens, Samuel
Twain, Mark, *see* Clemens, Samuel
Brown, Mrs. John H.
Thompson, Nancy, *see* Brown, Mrs. John H.

24. Persons should be indexed by their forenames when they are generally known by these names, as popes, saints, monarchs, etc. Make cross-references if needed.

Examples:

Pius IX, Pope
 Victoria, Queen of England

25. Noblemen should be indexed under their titles, with cross-references from their family names; bishops should be indexed under their proper surnames.

Examples:

Dorset, Charles Sackville, Sixth Earl of
 Sackville, Charles, Sixth Earl of Dorset, *see* Dorset, Sixth Earl of
 Whitgift, John, Archbishop of Canterbury

26. Surnames preceded by prefixes such as A, De, La, Mac, St., Van, etc., if English or thoroughly anglicized should be indexed under the prefixes, the prefixes in such cases being quite inseparable parts of these surnames. If there are French names, preceded by the prefix consisting of an article or word such as Des, Du, L', La, Le, these should also be indexed under the prefix. Where the prefix is not an inseparable part of the surname, it should be transposed.

Examples:

De Haven, Hon. J. H.
 Humboldt, Alexandre de
 La Fontaine, Jean de
 St. John, John P.
 Ten Eyck, William S.

Make cross-references in doubtful cases.

27. In indexing compound names, English names (Solis-Cohen, indexed under the C's) are indexed under the last part; foreign names under the first part (Bethmann-Hollweg indexed under the B's).

28. If the first name is known use it in preference to the initial. Middle names may be reduced to initial form except when the middle name is more distinctive of the individual than the first (T. Woodrow Wilson *rather than* Thomas W. Wilson) or when it is necessary to distinguish between two individuals of similar first and last names as well as middle initials (John Walter Jones *and* John William Jones).⁷

29. Business firms should be indexed under the first surname with cross-references from the names of other persons in the firm name.

⁷ For periodical and cumulative indexing the need for this sort of abbreviation is even more imperative.

Examples:

Humphreys, C. B., and Company
Jones and Smith
Robinson, The George B., Company
Smith, Jones and, *see* Jones and Smith

Business corporations should be indexed under the legal corporate name with the words in natural order and the initial "The" transposed.

When two (or more) persons are associated for a common object such as authorship, yet not so intimately as in a corporate firm, it is better to make full entry in each instance rather than to select one and cross-reference under the other. Both names should be included in each heading.

Example:

Kipling, Rudyard, and Wolcott Balestier
Balestier, Wolcott, and Rudyard Kipling

30. The author of an official publication or report such as that of a branch of the government, professional or other society, convention, committee, corporation, etc., is the particular body which promulgates the publication. The author-entry should, therefore, be made under this body. Cross references or full entry should also be made under the names of individual writers where these are important contributors to such publications.

Example:

Mississippi Valley Historical Association, *Report of the Secretary-Treasurer*
Paine, Mrs. Clara S., *Report of the Secretary-Treasurer*, *see*
Mississippi Valley Historical Association

Annual addresses by presidents of professional societies pertain, however, to the individual and should be indexed under the name of the person rather than that of the organization, with cross-reference from the organization.

31. Where branches (executive, legislative, or judicial) of a government (national, state, county, or municipal) occur as subjects of headings, index under the name of the government, country, or place.

Examples:

Minnesota, Supreme Court of
Ohio, General Assembly of
Tennessee, Militia of

United States
Army of
Justice, Department of
President of

Exceptions in favor of a certain branch of government occur in government work where there are large groups of entries under various offices and branches. In such instances entries should be made directly under the name of the office, agency, or branch, rather than the name of the government. Cross-references should be made where necessary. Pains should be taken to enable offices to be easily found if the titles of these have changed or where the designations are not definitely known to the searcher.

Preference should be given in an entry to cite the name of an office or bureau (that is, the smallest subordinate and, therefore, the most specific division) rather than the department to which it belongs.

Examples:

United States, Bureau of Education

Not

United States, Interior Department of, Bureau of Education

Cross-references may be made, if necessary, from personal names to the official title.

For example:

Calhoun, John C., Secretary of War, *see* United States War Department

Purely personal matters relating to public officers should be indexed under personal names only.

32. Index historical events and other matters pertaining to a country or place under the name of the country or place, except where the matter concerning the locality in question comprises a large or the entire portion of the matter indexed. When a historical event or similar subject has a particular name of its own by which it is generally known (Declaration of Independence, Monroe Doctrine, Dred Scott Decision) entry may be made under it as a heading, with cross-reference from the name of the country. Events affecting more than one country (wars, treaties) should be entered under each.

33. Churches, local societies, institutions, newspapers, etc., should be indexed under the name of the place where located, except such as have distinctive names by which they are generally known.

Examples:

Augusta, Ga., high school
 Chester County, Pa., Historical Association
 Syracuse, N.Y., *Daily Journal*
 Portland, Ore., Second Baptist Church of

But

Broad St. Presbyterian Church (Columbus, O.)
 Huntington Library (San Marino, Calif.)

Entries may be brought together under such general headings as Schools, Historical Societies, Newspapers, Churches, etc. Cross-references should be made from the specific to the general, that is, under "Augusta, Ga., high-school" there should be the cross-reference "*See also* High schools," but not vice versa.

35. Non-local or national societies and institutions, political parties, universities, etc., should be indexed under the official name of the body. In order to make sure that the organization will be found by a person who may not know its exact name, be sure to cross-reference from the name of the place, or from headings indicating the objects and functions of the institution.

Examples:

American Association for the Advancement of Science
 Advancement of Science, American Assoc. for, *see*
 American Association for the Advancement of Science
 Science, American Assoc. for the Advancement of, *see*
 American Association for the Advancement of Science
 Cornell University
 Ithaca, N. Y., Cornell University at, *see* Cornell University
 Democratic Party, in U.S.
 United States, Democratic Party in, *see* Democratic Party

36. Conventions should be indexed under the name of the organization or under the place. Cross-references should be made where needed.

Examples:

Geographical Congress, Third International, at Venice, 1883,
see International Geographical Congress, Third
 International Geographical Congress, Third, at Venice, 1883
 Venice, Italy, Third International Congress at, 1883, *see*
 International Geographical Congress, Third
 Mississippi Valley Historical Association, 29th Annual Meeting,
 at St. Louis
 St. Louis, Mo., 29th Annual Meeting of Mississippi Valley Historical

Association at, *see* Mississippi Valley Historical Association, 29th Annual Meeting

Twenty-ninth Annual Meeting of Mississippi Valley Historical Association at St. Louis, *see* Mississippi Valley Historical Association, 29th Annual Meeting

37. Committees should be indexed under the name of the body to which they belong.

Example:

Foreign Relations Committee, U.S. Senate, *see* United States Senate, Committee on Foreign Relations

United States Senate, Committee on Foreign Relations

38. Petitions should be indexed for author-entry under the name of the place, or class, or body (whichever is most characteristic) to which the signers belong. In many cases there should be cross-references from the names of the signers to the author-entry (body or place). Generally, the names of the signers may have little current utility but they may have historic or genealogical value at some future date (*e.g.*, the signers of the Declarations of Independence).

39. Vessels named after persons, where the surname is used in full, should be indexed under the surname; otherwise these should be indexed in natural order under the first word.

Examples:

Colonel Joe (steamer)

Grant, Gen. U. S. (schooner)

Mary Jane (lighter)

40. The problem of when to cross-reference and when not to cross-reference is not an easy one to answer dogmatically. It is safe to assume that where there are but one or a very few entries under any heading from which cross-reference would be made, it might be more advisable to make the entry in full under each of the appropriate headings rather than to cross-reference. In such cases not much is saved by the cross-reference and the searcher will avoid the need to chase back and forth. When writing index slips, however, it is impossible to know how many entries will gather under any heading. The best solution, therefore, is to cross-reference in the slip-writing stage, but later when the slips are collated, to change those with few entries to full entries in place of cross-references.

Some instances requiring cross-references are:

a. Synonyms

Examples:

Drunkenness, *see* Intoxication

South Sea, *see* Pacific Ocean

b. Incorrect, obsolete, foreign, or unusual designations or forms of spelling.

Examples:

Cherubusco, *see* Shurubusco

Wien, *see* Vienna

c. Cognate or kindred subjects to opposites, from genus to species or vice versa.

Examples:

Architecture. *See also* Engineering

Art. *See also* Esthetics

Engineering. *See also* Architecture

Aesthetics. *See also* Art

Intemperance. *See also* Drunkenness, Intoxication and Temperance

Such kindred but not synonymous subjects take full entries under each with a *see also* rather than a *see* cross-reference. The *see also* calls attention to the existence of the kindred material. *See* cross-references close-up the entry but *see also* refers the searcher to additional coordinate subjects. The *see* is, therefore, used when there are no other entries under the heading from which reference is made.

41. All headings should be written or typed uniformly. The headings might be typed in solid capitals; if this is not done then at least every heading should begin with a capital letter.

See and *see also* in cross-references should be in different type from the headings. In writing or typing underscore these words.

42. Volumes, parts, series, and page numbers should be distinct, so that it will be easy for the searcher to find the material without much difficulty. In newspaper indexes indication of section, page, and column, as well as of date, make the finding easier. Be sure to make the indications plain enough so that the searcher can tell at a glance.

Warning is offered at this point about the importance of absolute accuracy in page numbers. It is so easy to copy the wrong page (not to mention other data such as volumes, etc. for cumulative indexes). An incorrect reference, however, is worse than none at all. Remember, therefore, to check at all stages on the accuracy of your references. Check them yourself; have another check them. There cannot be too much checking on an index.

43. If the references are numerical and the index is short and arranged in wide columns or the full measure of the page the numbers may be placed on the right-hand margin and connected with their respective entries by a series of leaders (periods or broken lines).

Examples:

Adulteration

Laws against:

of beer	7
of butter	163
of coffee	17
of wine	150
Joyce, Alfred, "A Homestead History,"	99

If the entries are long, if the columns are narrow, and the material is set in solid indented form, the simplest method is to separate the references only by commas and semicolons.

Example:

Revolution, American, in
Pa., 101; mutiny on Pa.
line, 270; origins, 573;
soldier morale during,
575-6; in Md., 576-7.

44. Sometimes separate indexes are prepared for separate classes of subjects, for example one for authors and another for places. This is not to be recommended, however, for it is seldom an advantage and means instead that the searcher has several instead of one place to look. In genealogical material where names of individuals or places are of primary importance a separate name or place index might be justifiable, but for most historical material it is preferable to consolidate all entries into a single index. Group under suggestive class headings if you wish but retain a single alphabet.

45. In addition to the above, you will encounter many other problems when coordinating your slips and arranging them in final alphabetical order. The *A. L. A. Rules for Filing Catalog Cards*, prepared by a Special Committee of which Sophie K. Hiss was chairman (Chicago, American Library Association, 1942), though especially intended for the arrangement of library dictionary catalogs, will also prove helpful to you when filing your index slips, especially on problems of proper names, etc.

When all the slips are completely alphabetized and coordinated to your satisfaction, when you have inserted as many *see* and *see also* references as are needed, when you have eliminated confusion or variation of terminology from headings, when you have checked for all possible errors and you are reasonably sure that nothing more can be done to improve the contents of your index, you are ready to type the slips onto pages. These may be typed in double-column or not. If you

are doing your own typing you might find it easier to type a single column to a page. You might also find it simpler to proofread and check your copy if you double-space your entries and triple space between entries.⁸

Be sure to check carefully after the pages are typed, for a typographical error or omission is just as serious as any other and can best be caught before the copy is sent to press. Checking back is a laborious task but as you do this you will, if you are alert, find numerous improvements, additions, and changes; thus, even if you find no errors (which would be most unusual) the additional examination will reap benefits by the further perfection of the index. Check especially for alphabetical arrangement. No matter how carefully you alphabetized your slips, somehow or other, discrepancies which escaped your notice in filing may now leap forth to shriek at you from the typed page. Maybe some slips stuck together, perhaps the typist disarranged a few, perhaps you developed a blind spot while filing—whatever the reason, now is your final chance as author to correct these lapses. If there aren't too many changes a few arrows will make the intended position clear to the editor and in turn to the printer. If there are a number which go in varied and intricate directions, it is best to retype these portions or even entire pages and then carefully check once more.⁹

The above recital makes the task of indexing sound like a most complicated and laborious one, but there is no royal road to the compilation of a good index and a poor one is not worth the little effort expended upon it. If a historical work is worth searching for, recording in note-form, and finally composing for print, it is worth the extra trouble of preparing a satisfactory index to make its contents more easily available to the user.¹⁰

⁸ Be careful that you do not lose or misplace any of the slips. Eliminate slips you have cancelled and run an X through them to prevent their being alphabetized into the others by mistake. Do not try to save by using discarded slips, even on the reverse side. It is poor economy and, especially if you are not doing your own typing, such practice will only lead to confusion and error.

⁹ If your slips are carefully typed rather than in longhand and your multiple entry headings are consolidated and copied or are prefaced with guide cards, you can number the slips, punch holes in the center bottom, fasten them into a bundle (or on a rod or wire) and send them off without retyping. If you wish, you can paste your slips on sheets of paper instead of retyping. Both methods involve considerable labor and it is debatable as to whether much saving of effort is involved. Printers, without doubt, prefer to handle material on regular typed sheets.

¹⁰ The most comprehensive if rather abstruse discussion of indexing is the article by J. Ben Nichols, entitled "Indexing," which appeared in the *Library Journal* (New York, XVII, 1892), 406-19. The rules and suggestions offered in that paper are, for the most part, still sound today and the writer has drawn heavily from it for the present article. The only other published work of any value which has come to the attention of the writer is the bulletin issued by the New York State Library, *Library School Bulletin*, no. 50, *Indexing*, University of the State of New York, no. 779 (Albany, New York, May 1, 1923).

Records of the Island of St. Helena

Lat. 15° 55' S. Long. 5° 428W.

By G. C. KITCHING

Lusaka, Northern Rhodesia

"I Know St. Helena Very Well."

THE DUKE OF WELLINGTON

RECORDS of St. Helena may be classified in seven periods, each period covering a change of ownership or government as follows:

<i>Period</i>	<i>Government</i>
1502–1588	Portuguese.
1588–1633	—do—(nominal only).
1633–1659	Dutch (nominal only).
1659–1673	British East India Company.
1673	Dutch (four months).
1673–1836	British East India Company.
1836–date	British Crown.

Period 1502–1588.

A detailed knowledge of these eighty-six years has been denied to us and as far as the writer is aware, no book has been published in English that contains anything but a superficial account of this long period of undisturbed Portuguese possession. No contemporary document, written by an eyewitness, describing the discovery of the Island has yet been rescued from the archives of Europe, but on the evidence furnished by the early Portuguese historians, St. Helena was discovered by Joa da Nova in 1502.¹

This Portuguese officer was the commander of a squadron of four vessels that had been visiting the King of Portugal's new empire; Vasco da Gama having advised that a fleet should be sent from Portugal for this purpose every year. Whilst on the voyage home, driving along before the South East trade wind, they sighted and

¹ So far neither Da Nova's journal nor an account by a member of the Expedition who landed on the Island has been published in English.

landed on a little island, hitherto unknown to mankind, and named it St. Helena.²

We assume that the event took place on the 21st of May because it is the day appointed to be the feast of St. Helena, but the 3rd of the month is also the day for celebrating the Invention of the Cross, so until a contemporary document is found, the exact date of the discovery must always remain uncertain.³ Indeed we have no sure knowledge that the Island was found in May at all; all that can be said is that as Da Nova anchored in the Tagus early in September and knowing his approximate rate of sailing, he would have to have left St. Helena in June. For all we know, however, he might have arrived there in March.

Situated as it is, in the direct track of shipping sailing from South Africa to Lisbon before the trade wind, and blessed with abundant supplies of pure water, edible green-stuffs, and an equable climate, the discovery of the Island must be counted a most fortunate event for a western nation bent upon exploiting the riches of the East. Here the ships could be repaired after the battering they received when rounding the Cape of Good Hope, and the crews rest and refresh, before beginning the last stage of their long journey home.

It has been asserted⁴ that the Portuguese managed to keep the geographical situation of St. Helena to themselves and that no other nation knew where this interesting Island was to be found; but this theory is exploded by a fact noted by Theal⁵ that a French corsair was watering there in 1528. A much more likely explanation for the Portuguese being free from disturbance for so long, is that other nations had not reached a stage in their economic development that permitted them to spare ships and crews for long and arduous voyages to remote continents.

The first Englishman to call at the Island was Thomas Cavendish

² (1) Theal, G. McC. *Records of South Eastern Africa, Cape Town*. 1903. Vol. 4, p. 98 and Vol. 6, p. 105.

(2) Axelson, Eric. *South East Africa*. London 1940, p. 54. Theal is citing from De Goes, *post*, and gives 400 men as the strength of the three ships and one caravel probably including crews. Da Nova was chief magistrate of Lisbon and had seen much service in Africa. He sailed from Belem on 5th March 1501 and returned on 11th September 1502. Captains of the four ships were Diega Barbosa, Dom Alvaro de Braga, Francisco de Novaes, and Fernao Vinet. Axelson cites the strength of fighting men as 80.

³ There is also a Latin saint, St. Helena of Auxerre whose day August 8th may be disregarded as she was not recognised by the Portuguese. A picture of St. Helena appears on the 5/- stamp of the so-called "Centenary Issue." It was reproduced from an ikon in the Church of the Holy Sepulchre presented to a former Governor of the Island by the Patriarch of the Greek Orthodox Church.

⁴ *Dominions and Colonial Office List*. London 1937.

⁵ 2. (1). *Op. cit.* Vol. 2, p. 52 from Correa, Caspar. *Lendas da India*.

who landed there from the *Desire* in 1588, and to him we are indebted for the first account of it in English.⁶ Although St. Helena has been described as the "best known of all the solitary Islands of the world" it is remarkable what little we do know about its early history. There are a few facts, and no more. In the Island itself there are no archives relating to the Portuguese and their period is likely to be one of much interest, not only to historians, but also to scientists. All that we do know is derived from a few references made in the works of the early historians, De Barros, Treasurer of the India Department 1552, De Goes, Chief Archivist 1566, and Osorio, 1572.⁷ It is true that the two first named must have had a full knowledge of the public records that they were writing about as well as some personal knowledge of the events; but their subject was a wide one and St. Helena no more than an insignificant detail on a tremendous canvas.

Further research is required and it is in the archives of Lisbon, the Vatican, and Goa, then the capital of Portugal's eastern empire, where unpublished manuscripts and records are likely to be found.⁸ Theal, the eminent South African archivist to whom the historians of that country owe so much, has printed a few extracts from the Lisbon archives in one of his major works;⁹ Axelson, another South African historian, has published much valuable information on the Lisbon repositories and his work is likely to be of great help to all who seek to advance our knowledge of that part of the world that was once the Portuguese Empire. The writer has no knowledge of what may be found in the Vatican, but obviously there are likely to be rich deposits hitherto undisturbed by English translations. The Archivist of Goa has been kind enough to write that he does not possess a copy of Da Nova's journal, but what other manuscripts there may be in that remote office is not known. Da Nova's Journal, for example, is a basic document; but it is lost to us and it is much to be feared that it was destroyed by the conflagration that followed the great Lisbon earthquake of 1760 when so much valuable material must have been burned.¹⁰ It is reasonable to hope, however, that a copy may still be found in the Vatican Library.

⁶ Whitaker's *Almanack*. London 1941, p. 824.

⁷ Barros, Joa de. *Da Asia*. 1552.

Goes, Damiano de. *Chronicle de Felicissimo Dei don Emmanuel*. 1566.

Osorio, Jerome Bishop of Selves. *De Rebus Emmanuelis*. 1571.

The last refers to Fernao Lopez the mutilated apostate who hid his shame on St. Helena in 1513. By far the best account of him is that by: Clifford, "Heroes of Exile," *Blackwoods Magazine*, Edinburgh 1906.

⁸ 2. (1) *op. cit.*

⁹ *Ibid.* (2).

¹⁰ Mr. Axelson's work is likely to be of great help to St. Helena.

Scientists have always attached a special significance to St. Helena.¹¹ It is to Professor Daly, for example, of Harvard University that we owe the first full technical account of its geology, compiled after an arduous visit for field work, where he reveals that the Island was created by a series of successive volcanic eruptions spread over a long period of geological time. Other scientists have explained to us that it was once joined to a great land mass that disappeared after some gigantic convulsion of nature, leaving behind it for the instruction and interest of civilisation, a small fragment lost in the wastes of the South Atlantic, 1,200 miles from the nearest continent, known to us as The Island of St. Helena. On its shores and hills there can be found a marine life, a bird (*Aegialitis Sanctæ Helenæ*) the local "wire bird", insects, and a beautiful and unique flora, all indigenous to the Island and unknown to any other part of world.¹² It will easily be understood how important it is to us to know what plants, trees, and creatures were introduced either by Da Nova or his successors or whoever, in truth, may have been the first human being to have set foot on its shores.

Research into the manuscripts of the period implies ability to make good translations: De Goes, for example, is made by his translator to say in one place "the meat that they find there" when referring to the supplies that the Portuguese sailors used to find on the Island. This is a very significant remark.¹³ Does the statement mean that Da Nova found edible meat when he landed there (this would prove conclusively that he was not the first human being to set foot on its shores) or does it refer to the animals that he had introduced, i.e. hogs and goats, and so ensured a supply of meat to his successors? A knowledge of Latin and Portuguese is essential to the searcher.

Period 1588-1633.

This was the age of the early mariner, merchant, or pirate (whichever description is most apt) from many of the nations of Europe all

¹¹ A short description by an amateur geologist, Captain J. R. Oliver, an officer of the Royal Artillery, is said to have great merit. It will be found published by: Grant, Benjamin. *A Few Notes on St. Helena to which is added . . . Captain J. R. Oliver's Geology of the Island.* St. Helena 1883.

¹² The insects should be more properly described as beetles of which 128 are indigenous. As also are 17 sea fish. The fact that the beetles are mostly wood borers is taken as confirmatory evidence that the greater part of the Island was once covered with forests. The St. Helena flora is one of the glories of the scientific world. Although protected by legislation it is fast disappearing on account of changes of climate and rainfall. It has a bibliography of its own and there is the great Burchell collection in the Kew Herbarium. The following works may be usefully consulted:

Wolaston, T. V. *Coleoptera Sanctæ Helenæ.* 1875.

Mellis, J. C. *St. Helena etc.* 1875.

Hemsley, W. B. *Botanical Section Challenger Expedition.* 1875.

Mellis gives a fine description of the flora with good illustrations and an excellent drawing of the wire bird, so called because it is found in the wire grass.

¹³ 2. (1) *op. cit.*

intent on trade with India. It marks the decline of the Portuguese Empire and the foundation of the British East India Company; and at its close St. Helena had passed into the hands of a stronger power, the Dutch, already engaged in the struggle with the British for supremacy in the East. Again there are no archives in the Island; but there are numerous descriptions of it at this time, and what was happening there, in the journals of the travellers, many published by the Hakluyt Society. Records must be sought in Lisbon, the India Office, London, and The Hague, thus adding the burden of two more languages to the shoulders of the historian who would write a history of St. Helena. This matter of languages is unfortunate; and the multiplicity of tongues persists down the ages, for by the time the French come into the story still another is required. It is, perhaps, this circumstance, more than any other, that accounts for the incompleteness of our knowledge of the Island previous to the year 1659.

On shore the sailors used the place as they liked.¹⁴ Here they fought and squabbled; and so violent were the times that the Pope granted plenary absolution to the Portuguese sailors voyaging to St. Helena lest sudden death overtake them there at the hands of the turbulent English. The provident among them planted fruits and greenstuffs against the privations of the future, whilst the careless denuded the trees, much to the disgust of their successors, of the lemons so sorely needed by the scurvy stricken sailor. The Island became an unregulated inn that all might use at their convenience or leisure; and from the condition of St. Helena to-day, it is evident that immense damage was done in these disorderly times to the forests, vegetation and scanty soil.¹⁵ It must have been about this date that the Chapel that had been built by the Portuguese, and described by Cavendish in 1588, began to crumble away. "Chapel Valley" is the oldest place name in the Island and a church has stood on the same site as the Portuguese Chapel since the very earliest days of the British occupation. The date the Portuguese are believed to have completed it is said to be about 1570. Quite recently the Library of Congress brought to notice a rare and early book containing a view of the Chapel.¹⁶

In 1633 the Dutch, fully alive to the high value of St. Helena, sent a fleet under Jacques Specz to annex it to the States General

¹⁴ Welch, S. R. (The Rev.): *Some Unpublished Manuscripts*. Pretoria, 1930. Extracted from Vittorio Emmanuele Library. *Fondo Gesintico Cod. No. 15*.

Theal I (2) *op. cit.* also quotes a letter to the King of Portugal that ships should not touch at St. Helena on account of disturbances by the English.

¹⁵ Old maps reveal the enormous extent of the damage done to the forests.

¹⁶ Hondius, Jodocus. *Klare Besgryving van t' Eyland S. Helenae*. Amsterdam 1652. This description is based on the accounts of Cavendish and Linschoten. It contains a view of the chapel and the Island. For another view of the chapel see Linschoten's *Voyages* Edition 1598.

by proclamation.¹⁷ This was done and the fleet sailed away. But it is one thing to annex a useful little Island and another not to occupy it and this the Dutch failed to do, a serious mistake that they were to regret later.¹⁸

Period 1633-1659.

We now enter the periods in the Island's history when a complete documentation begins to be available to students, to be found in the archives of the India Office, The Hague, and Cape Town. It is to Sir William Foster,¹⁹ the former historiographer of the India Office and historian of the East India Company, that we are indebted for our knowledge of these years. He was the author of a most important article on the early history of St. Helena, published in the *English Historical Review*, that quite displaces all other accounts and notably Chapter I of Brooke,²⁰ hitherto regarded as the standard work on the subject. It is a misfortune that this authoritative contribution is not more widely known as writers continue to repeat the errors and misstatements that have hitherto prevailed.

In 1645 we have the first local record in the form of an inscribed rock describing the visit of the Indiaman *Dolphin* as follows:²¹

SHIP DOLPHIN
WILLIAM FREEMAN COMMANDER
JOHN PROWD MASTER
ARRIVED HERE MARCH 21st
DEPARTED HENCE MAY 18
OSTLO NOVO.
1645.

The purpose of these inscribed stones has been much discussed, especially in South Africa, where many are preserved in the South Africa Museum at Cape Town.²² It is a common belief among the

¹⁷ Gosse, Philip. *St. Helena 1502*. London 1938 gives an illustration of the Proclamation.

¹⁸ Foster, Sir William. "The acquisition of St. Helena," *English Historical Review*. Vol. XXXIV, July 1919.

¹⁹ The assistance given by Sir William at the India Office has been continued by his successors.

²⁰ Brooke, Thomas Henry (Secretary to the Government). *A History of the Island of St. Helena*. 2 Eds. 1808 and 1824. The 2nd Edition is the best.

²¹ This stone was built in to the plinth of an ostentatious monument over the tomb of Anne, wife of Governor Isaac Pyke. There is a small illustration in Mellis *op. cit.*

²² Peringuey, L. "Inscriptions left by Early European Navigators on their way to the East." *Annals of the South Africa Museum, Guide Leaflet No. 1*. The Mossel Bay or Da Nova Stone illustrated at p. 7 is now attributed by Axelsson, reason not stated, to the second journey by the discovered of St. Helena in 1507.

public that they were cut by the sailors to indicate that a letter had been placed beneath the stone to await the next caller, so acquiring the name of "Post Office Stones." There is, perhaps, a less romantic explanation. Ever since the days of the Romans, all those who have borne arms in the service of the State or the Conqueror, often in dull and lonely places, have whiled away the unrelieved tedium of their duty by scratching their names and military devices on walls and rocks. Such records can be seen in any part of the world where soldiers or sailors have ever served. Did not King David, for example, "scrabble" on the gate? The practice is as old as mankind. The Dolphin Stone weighed a ton and a half; it is hard to believe that seamen would choose such a rock for putting on top of a letter. It seems much more likely that when they cut this rock that they did so because they wanted something to do to pass away the hours of their enforced idleness on shore. Moreover we have a contemporary record that in St. Helena the sailors left their letters on the altar of the chapel.

Before passing to the period 1659-1673 there are three subjects that require mention:

- (a) The struggle between the British and Dutch.
- (b) Brooke's History of St. Helena.
- (c) India Office publications.

The British and the Dutch.

The struggle between the two great Companies was for commercial supremacy in the East. It was a struggle where ports of call had the same significance as landing grounds have in modern warfare. The worth of the Island was immeasurably greater than its size and with the Dutch holding the Cape, it is doubtful if the English could have sustained the struggle had they not possessed St. Helena. There was no other port open to them and certainly not one so easy to make or so safe to sail away from; and in these respects the Island far surpassed Cape Town, a dangerous port for sailing vessels. St. Helena's part in nourishing its country's mercantile marine has been overshadowed by the exile and death of Napoleon; but it is the former that has the greatest claim on Great Britain's consideration.

Brooke's St. Helena.

This well-known book was written by Thomas Henry Brooke, Secretary to the Government, and was published in two editions in 1808 and 1824, the first having been published when he visited England, almost blind. The history is founded on the local archives only, no use having been made of the East India Company's records

in London. The first chapter and parts of the second are now much out of date, but the remainder is still the only standard work available, for the reason that there has been no research of later date in London. Research in these rich fields is likely to result in substantial alteration to this history.

India Office Publications.

Some years ago now the India Office began publication of a series of calendars of the Minutes of the Court of Directors of the East India Company,²³ each volume being published with a most helpful introduction. Naturally enough the affairs of the Company's little possession, St. Helena, came up before the Directors for consideration and decision and they often expressed themselves in no uncertain terms about it. The Editors of these volumes have brought to light much valuable information and small though the Island is, it has received a full share of their labours. But these minutes are by no means the only records relating to the Island to be found in the India Office where there are accumulations of two centuries, and it is much to be hoped that in future years the St. Helena Manuscripts will also be calendared.

Periods 1659-1673 and Four Months of 1673.

It was Oliver Cromwell,²⁴ the father of our liberties and founder of his country's greatness, who was the first to appreciate the high value of St. Helena in the development of British trade with India. It was not until after his death that the occupation was completed in May, 1659, when John Dutton, a mariner from Greenwich, landed and built a fort and installed a garrison.²⁵ He left behind him two fine relics, the foundation stone of his fort now built into the walls of the present Castle, and a beautifully inscribed stone chiselled by the Carpenter of the ship *Marmaduke* now built into the seaward wall of the Castle Terrace. The documentation of this short period is in the India Office and there are also accounts by early travelers. In January, 1673, the Island was lost to a Dutch expedition from the Cape and was re-captured by the British in May of the same

²³ India Office London. *Calendar of Court Minutes of the East India Company*. In 1939 the volumes had reached 1679. The references to St. Helena in the introductions and Sir William Foster's article are the most important contribution to the history of St. Helena in the past 120 years.

²⁴ Sir William Foster.

²⁵ Illustrations of Dutton's Stones will be found in:

(1) *The St. Helena Almanac* 1913.

(2) Barnes, John. *A Tour through the Island of St. Helena*. London 1817.

year by a fleet from England under the command of Captain Richard Munden. These incidents are well-documented; Theal and Leibrandt have published extracts from the Cape Records and there are the Court Minutes as well as Munden's Journal, besides a splendid account by Mr. Boxer compiled from the Dutch Archives.²⁶ In spite of this wealth of material there is much that is still obscure. In any age the invasion of a well-guarded St. Helena by a descent on its forbidding coasts would be a most formidable undertaking, and the fact that the Dutch, greatly outnumbered in men and guns, should have been able to land at all demands an explanation that has not so far been furnished. It is clear that there was no fighting and that the Governor packed up all his stores and treasure on a sloop waiting in the roadstead and decamped with the greater part of the garrison to Brazil, the Dutch fleet not interfering with his departure. There are no archives of this period in St. Helena, and it is assumed that the Governor took them all with him in his shameful flight. It is possible that these may still be found in the India Office.

Period 1673-1836.

These one hundred and sixty-three years cover the entire period of the East India Company's rule of the Island, it having been granted to them "as of a manor" by Royal Charter in December, 1673. Under the Company's guidance, more often benevolent than oppressive, the little settlement advanced from a turbulent and disordered community²⁷ to a prosperous and well-organized Colony garrisoning one of the most strongly fortified fortresses of the age.²⁸ The local records of this long rule are all deposited in the Castle Jamestown, the seat of the Island Government.²⁹

²⁶ Theal, G. MacC. *History and Ethnography of Africa (South of the Zambesi)*. Vol. II. 1909.

———. *Chronicles of Cape Commanders*. 1882.

Leibrandt, H. C. V. *Precis of the Archives of the Cape of Good Hope Journal 1671-1674, Cape Town 1902*. Pp. 93, 96, 116-117, 124, 131-133, 145-146.

Boxer, C. R. "The Third Dutch War in the East," *The Mariner's Mirror*, October 1930.

Mundens Journal. *Pepys Mss. Magdalene Coll. Cambridge*.

²⁷ Serious mutinies were prevalent. A number of estates held by the Crown today were originally the property of mutineers sequestered by Government, cf. "Pouncey's" and "Luffkin's" two soldiers who had landed with Munden.

²⁸ About 250 pieces of ordnance were mounted in very considerable fortifications. The strength of the regular garrison was about 800 with a militia of about 400.

²⁹ Extracts from these Records were published in 1885 by:

Grant, Benjamin. *Extract from the St. Helena Records compiled by the late Hudson Ralph Janisch*. St. Helena 1885.

The above does not tell the entire story. Janisch was the Governor of the Island and had spent a very considerable time calendaring the records. His work was not complete

Some description of the way the Company conducted its public business may be helpful to those unfamiliar with the East India Company. To begin with it owned everything in the Island; nobody could live there without its permission and nothing could be bought or sold; it had a complete monopoly of the port and any private ship trying to trade to India or wanting to use the Island was an "interloper" and treated as such; settlers could only obtain land on which to live subject to acceptance of the obligation to military service and providing so many soldiers per fifty acres. It fed and sustained the population and not until the last years of its reign was private trade permitted. It is still a matter for much discussion whether the abolition of the Company's monopoly in 1836 was beneficial to the welfare of the civil population or not; on the whole, and although there may have been no alternative, the change-over in the event proved unfortunate.

In local affairs the people were ruled by a Governor with a Council to advise him, but supreme authority rested with the Governor who was appointed by the Company and not by the Crown, nevertheless all had to take an oath of allegiance to the King. The Governor and Council combined every function of Government; they made and passed the laws; they were the Judges at the High Court of Session and under their laws could hang a man as expeditiously as anyone else; and they carried on the day to day task of administering the government and commanding and directing the troops. Many able men held the post of Governor under the Company and it is of interest that the last six appointed under their rule all appear in the Dictionary of National Biography.³⁰

It was the practice for the Governor and Council to meet at weekly intervals for the formal disposal of the public business, their proceedings being recorded as the "Consultations of the Governor and Council." Here are written down all the affairs of a small English community living far from their homes, the local events of interest, the arrivals and departures of ships, the epidemics, the alarms, and

when he died. He had previously published some extracts in the local newspaper, "The St. Helena Guardian," of which Grant was editor, publisher, and printer. It is doubtful if Janisch, had he lived, would have allowed publication in the form presented. The book is useful but lacks an index. Janisch had prepared a very complete index in manuscript to the whole records.

³⁰ Robert Brooke, Robert Patton, Alexander Beatson, Mark Wilks, Hudson Lowe and Alexander Walker. Robert Dalas, the last Governor of the Island, achieved a greater distinction by preserving John Dutton's foundation stone and the East India Company's Arms over the Castle.

the calamities. The whole constitutes a rich record of the social life of the time as well as the frailties of mankind in a sterner and ruder age. What, for example, was a 'kissing dance' and why should it offend the susceptibilities of Robert Jenkins,³¹ the loss of whose ear started a war?

By the instructions of the Company these records had to be copied and the originals sent to London. The dossier also had to include any letter under reference that might have been received together with returns, accounts, store lists, muster rolls and descriptions of the defences. It is for these reasons that the "Consultations" form so convenient and compendious a record. The next step was to send them to London under covering letter, now preserved in the "Letters to London" series signed by the Governor and Members of Council in person together with a schedule of everything else that was being sent by the ship that carried the letter. The writer is one of those who believe that such schedules have great value for the purposes of research, and it is a misfortune that in most cases copies of them have not been preserved in the Island. On safe arrival in London the correspondence would be handled in the Company's office and finally disposed of, if necessary, by a formal Minute of the Court of Directors, their decision being communicated to St. Helena by letter signed by all the Directors, in person, as "Your Loving Friends." It was not the practice of the Directors to send a copy of their Minutes to the Island and they confined themselves, more often than not, to exhortation, admonition, or reproof, and sometimes an appropriate sermon, in a style telling the Governor what they thought of him of whom they were completely the master.

The following broad schedule of subjects to which main references will be found in the Consultations may be of help:

Arrivals and Departures of Ships.

Rent Rolls.

Muster Rolls of the Island Troops.

Accounts and Inventories of the Public Stores.

The State and Armaments of the Defences.

Roads and their condition.

Land Tenures and Distribution of Land.

Afforestation.

Agricultural Development.

Exploitation of Local Resources.

Shipping and the condition of the Company's Cargoes from the East.

³¹ For an account of Jenkins see Gosse, II, 4, *op. cit.*

The main ancillary records are to be found in the following series:—

Will Books containing the wills of the inhabitants.

Proceedings of the Courts of Sessions, a most valuable record of the treatment of slaves.

Land Records and Grants of Land.

There are many other volumes that cannot be properly included in the above series, some unique to St. Helena and not preserved elsewhere. When it is remembered that the records continue to-day under slightly different titles, few will deny that the St. Helena Records constitute a noteworthy inheritance that may well be envied. But what is to be deplored in the Island is that so much was destroyed when the Crown took over in 1836, for example, many of the schedules accompanying the "Letters from London" are missing. It is these documents that tell us so conveniently what was sent to the Island in the course of succeeding generations.

Napoleon's Exile and Death.

Napoleon's end was a dramatic episode that still arouses intense interest and its documentation is a special subject about which there is a good deal of confusion. An Act of Parliament was needed to make his detention lawful and the Crown also took power to choose a place for him to reside in as well as to appoint a person to be his Custodian. The East India Company agreed to loan St. Helena as the place of detention and to appoint the Crown's nominee to be Governor, subject to the Crown reinforcing the garrison and bearing all the extra expense of these arrangements. It was a convenient plan and Lowe, therefore, held two posts, Governor of St. Helena and responsible to the Company for civil affairs, and Custodian of Napoleon and responsible to the Crown for the welfare and treatment of the great exile and for the affairs of the troops of the British Army. The documentation of civil affairs is to be found in the Island with the usual copies in London but that of Napoleon and the troops must be sought elsewhere, there scarcely being a paper of importance in the local records.

There is often much dispute as to why the Crown selected this lonely Island³² and it was, probably, misinformed about local conditions. There were, of course, innumerable people who knew all there was to know about this remote outpost; but it is possible that all their knowledge was highly coloured by hostility to the ex-Emperor rather than very much sympathy. A good example is Beatson's memorandum that

³² One of the reasons put forward in all good faith was that there was "very fine house in St. Helena," i.e. the Castle, not Plantation House, the Governor's official residence.

he pressed on the British Government where it is evident that security, and nothing but security, from the man who had plunged Europe into such terrible slaughter and loss was uppermost in men's minds. On this basis the British Government can justify its action since St. Helena was the one place where the ships of every nation could be excluded by virtue of the Company's monopolies³³ with one exception, namely the United States of America,³⁴ which in due course also acquiesced in its ships being excluded too. There can be no doubt that in the first instance the whole proceeding was unlawful and in the latter unconstitutional.

Sir Hudson Lowe was not the monster that he is so often made out to be by partisan controversialists. He was no more than an ordinary type of British General Officer during one of the most illustrious periods of the Army's history, considered to be specially qualified by his long continental service with the armies of the Allies and his knowledge of European tongues, for the task of guarding the dangerous exile. He is not usually credited with having been a man of very much intelligence or foresight, but he did have a great sense of the occasion that would for ever be associated with his name. From his manner of conducting the public business it seems as if a kindly providence had warned him of the fate that he was to be one of the most ill-used and most maligned Governors who have ever served the British Crown, and in all his work there can be seen a determination to set up an unchallengeable record for posterity of the way he had discharged his duty.

Every public transaction was reduced to writing and every conversation carefully recorded; every paper received was preserved as well as a copy of everything going out over his name or by his instructions; no document large or small, unimportant or important, even a fragment, escaped his widely spread net. The whole monumental collection was carefully packed and transported to England and is now deposited in the Department of Manuscripts of the British Museum. As records of the events the Lowe Papers have never been challenged. It is indeed most curious how every major attack on Lowe can be controverted by their contents and more than once they have been the means of sustaining his reputation against the assaults of his critics. In erecting this sure defence Lowe rendered a notable service to history,

³³ See also: Hone, W. *Napoleon's Deportation for Life to St. Helena*. London 1816.

³⁴ By a convention between the U.S.A. and Great Britain of July 1815 the vessels of the former had the right to touch for refreshment but not commerce. This was suspended by mutual arrangement after Napoleon's deportation. See *Treaties and other Acts of the United States*, Hunter Miller, Vol. 2, 1776-1818, Washington 1931. The writer is indebted to the Library of Congress for this information.

yet it is surprising how many people are prepared to write books about Napoleon in St. Helena without troubling to study these documents. A prominent example is, perhaps, the most widely read book of all, *The Last Phase* by the late Lord Rosebery, a book that mars the eminent author's reputation. However beautiful the prose, the book is often in grievous error in fact and detail and consequently presented a fine target for two devastating rejoinders, one commissioned by Lowe's family.³⁵

So far the unfortunate Governor has not been convicted of suppressing any document from this great collection of papers, however unfavourable to himself. He was a humane man, a quality acknowledged by his worst enemies, and it is in St. Helena that there is preserved the account of the slave woman who begged for his protection at the entrance to Plantation House, her back bleeding from the lashes of her master, an officer in one of the Island regiments. Lowe was scandalized and had the offender brought before a court martial and dismissed from the service. His three children were all born at Plantation house, an unusual occurrence the only other recorded case in the past one hundred and twenty-five years being a daughter to Governor Thomas Gore Browne in 1852.³⁶ We have no biographical details of the elder son; Edward, the second child became a Major General in the Army after a fine career in the Indian Mutiny and Susan, the youngest child and only daughter, died at an advanced age after a life spent in the service of the poor chiefly among the victims of cholera in the slums of London. Whatever may be said about Sir Hudson Lowe the act of sending Napoleon, a man whose principal recreation was intelligent conversation with the best brains of his age, to St. Helena and putting him there in a house where he could be most easily secured rather than where he would be most comfortable, cannot in any sense be regarded as a responsibility resting upon his shoulders.

Objects used by Napoleon during his last exile are eagerly sought after by museums and collectors. There are two classes of such objects, firstly the personal property that he removed from France and was allowed to take to St. Helena such as jewelry, uniforms, swords, toilet articles, the great Sevres service, plate, and so forth, and secondly the household furniture and equipment provided by the Island authorities and the British Government, the supply being on a generous scale. The diet was lavish too; and the Longwood establishment the scene of unwarrantable extravagance, waste and shameful peculation.

³⁵ Young, Norwood. *Napoleon in Exile*. St. Helena 1914.

Seaton, R. C. *Napoleon's Captivity in Relation to Sir Hudson Lowe*. 1903.

³⁶ D.N.B.

All the personal property and effects were disposed of in a detailed will that has been published in various works, practically everything being left to the son. There can be no doubt that this will is a remarkable document and the last manifestation of that flaming energy, indomitable spirit, and fierce determination that had destroyed the Armies of Europe. There were two personal gifts, a snuff box to Lady Holland with a personal message and another snuff box to Dr. Archibald Arnott,³⁷ Napoleon's British medical attendant for whom he had conceived a warm personal liking. There was also a fee of 600 napoleons. Arnott's gift was unique as on the gold lid there is an imperial "N" inscribed by the dying Emperor with his nail scissors. It is painful to think, however, that a medical officer who received so splendid a gift could not think of any better treatment than a massive dose of calomel for a patient moribund of cancer of the stomach. Opium was never administered at any stage of the disease and the great soldier died in revolting agony.

It should be easy for collectors and museums to establish the authenticity of any personal property mentioned in the will and it may be taken as certain that nothing was left out. The furniture is a much more complex problem. It was all the property of the Crown and the East India Company and distributed over three houses, Longwood the home of the exile, Bertrand's house and specially built for him, and Longwood New House a new residence built for, but never occupied by Napoleon. The basic document in regard to the furniture is the inventory of all furniture in charge of the Longwood establishment prepared by Mr. Darling of the Island government after Napoleon's death. It is preserved in the St. Helena Records and has been published by Mr. Norwood Young to whom we are also indebted for full plans and descriptions of the three houses.

Sir Hudson Lowe left St. Helena in July, 1821 and before he sailed, having every reason to believe that the furniture would be sold, reserved to himself certain pieces in the inventory that he wished to have as a memento of his historic period of office.³⁸ His action was quite normal and regular in every way. We must presume here that Lowe would have picked the choicest pieces, and that he would reserve the most interesting and historical, i.e. those most closely associated with Napoleon. The items were duly packed and awaiting shipment when Lowe's successor as Governor arrived, Brigadier Alexander Walker who, in a most discourteous and impolite manner attempted to accuse

³⁷ Chaplin, Arnold. *A St. Helena Who's Who*. 2nd Edition 1919.

³⁸ The pieces so reserved are marked with an asterisk in the Inventory. See Norwood Young *supra*.

Lowe of stealing the Company's property so that he might misappropriate it for himself. A fierce and bitter dispute arose that took four years to resolve.³⁹ In the end the East India Company awarded the pieces to Lowe and the furniture was duly delivered to him at the East India Docks London. Among it was Napoleon's St. Helena writing table that Lowe, as we know from the record, had presented to his former second in command and old friend of Corsican days, Brigadier Pine Coffin.⁴⁰ Lowe died a poor man in 1844 when all his effects and furniture were put up to auction by a well-known firm of London's auctioneers,⁴¹ including the St. Helena furniture. The Sale Catalogue cannot be traced and from this date Lowe's Napoleonic furniture disappears from view.

Whilst this dispute was proceeding the moment arose to sell the whole of the public stores of the Longwood Establishment when a catalogue was prepared and printed at the Government Press. A marked copy of this catalogue⁴² shewing the price paid for each item, but not the names of the buyers, is preserved in the Lowe Papers; but these names are not necessarily lost to us and further research is likely to reveal them in the Company's accounts in the records of the India Office. Except for the pieces in possession of the Government of St. Helena, all this furniture is now dispersed. Odd pieces will be found in museums; a good many pieces must have gone to India with the departing troops; some found its way to South Africa; and a great deal in all probability was sold to the French Expedition that came to the Island to take away Napoleon's remains for the second funeral.

It is to be noted that the furniture supplied to the New House, but never used by Napoleon or his entourage, is of an ornate gilt and mahogany pattern and has no special historical associations except as evidence of the extent to which the British Government were prepared to go to promote the welfare of the exile. The remainder of the furniture was of a common, and not very desirable, style supplied either by the Company's tradesmen or from its stores. Those interested in the matter

³⁹ The letters exchanged in this dispute between the ex-Governor and his successor are contained in a thick well-bound volume deposited in the St. Helena Records. The exchanges were of a very acrimonious character in which Lowe showed himself well able to hold his own. In 1909 the late Lord Curzon visited the Island and later published two St. Helena sketches in his books *Tales of Travel* and *Leaves from a Viceroy's Note Book* of which one was on this dispute where Lowe secures the great Viceroy's sympathy.

⁴⁰ D.N.B. and St. Helena Records. The name was originally "Coffin" to which "Pine" was added later. He was second in command of the Troops and as far as is known was no relation of a British Army family of this name. He comes to notice during the captivity for his transactions in bullocks raised on his small farm at "Knollcombes" then his temporary home.

⁴¹ Mr. Phillips, New Bond Street.

⁴² British Museum. *Addl. Mss.* 20229.

will find a photograph of one authentic piece, used by Napoleon at Longwood, in the late Mrs. Jackson's work⁴³ that was exhibited at the Paris Exhibition in 1930 and later presented by the Government of St. Helena to the Longwood Museum.

Museums and collectors should be chary of accepting alleged Napoleonic furniture from St. Helena, save in the face of documentary evidence and knowledge of the style of the period, it having been a common practice for passengers touching at the Island on their return from the East before the days of the Suez Canal, to purchase some piece of furniture as having been used by Napoleon. The Government of St. Helena has some examples of the Longwood New House furniture as well as the illustrious exile's commode and the bidets of the Establishment.

The End of the East India Company.

The death of Napoleon marked the beginning of the end of the East India Company's rule, and fifteen years later with the abolition of the monopolies, the Island passed to the direct control of the British Crown. In taking leave of the records of the period it must be understood that the Island was one of the Company's smallest and most insignificant possessions, but a valuable one. At the height of its fame the East India Company was, perhaps, one of the most remarkable achievements of the British people. It was more: it was an expression of free and private enterprise manifested in its highest form. Its representatives could be found on the boundaries of Turkey and Persia; they were all about the shores of China and the confines of Japan; and from high Asia, right across the plains and mountains of India, its rule reached to little St. Helena washed by the seas of the remote South Atlantic. A Memorial to the Company in the British Embassy Baghdad reads as follows:—

The British Residency Baghdad
was founded in 1765 and withdrawn in 1766.
It was re-established under Mr. Harford Jones of
the Honourable East India Company's Service
on 24th August, 1799
To counteract the designs of Napoleon in the East.
The present site was occupied in 1904.

And on the Island where the great Conqueror was called to a last account, the proud motto "Auspicio Regis et Senatus Angliae" greets the visitor at the main entrance to the Government Offices.

From East India House in Leadenhall Street in the City of London

⁴³ Jackson, E. *St. Helena the Historic Isle*. London 1903.

the Company exercised all the powers of Government. It made laws and coined money; it raised Armies, maintained fleets, and conquered great Empires whilst all the time engaged in lawful trade. No Company ever built better ships and its services to its country, in this respect, have never been surpassed. In these days it is often the fashion to remember the East India Company, whose Directors were once the "Lords Proprietors of the Island of St. Helena," only by the the evil it did and not the good. But anyone who is familiar with the smallest fragment of the great Company's history will freely acknowledge that the advancement of mankind, the spread of religion, and the welfare of the people committed to its care, were often uppermost in its mind. ICHABOD is written large all over St. Helena.

Period 1836 to Date.

The transfer of St. Helena to the direct care of the Crown was an ill-conducted piece of business, much bitter feeling being aroused. The servants of the Company suffered severely, and none more so than the two Regiments who were disbanded and dismissed. The old records were put on one side and new series begun, it not being until a number of years later that very much sympathy or affection was shown for the old. The Consultations became "The Minutes of the Executive Council" a dull, bare record of decisions taken lacking all life and colour. The series is complete from 1836. Letters to and from London are replaced by "Despatches to and from the Secretary of State." It is these despatches, indexed and well-bound in annual volumes, that constitute the main source of information on all affairs of St. Helena for over a hundred years; and there is no better or more authoritative source, the wealth of fact and knowledge that they contain being remarkable. Those from London, between the years 1837 and 1885, are all written on a high level of literary style and form a model that might be copied with advantage. If the Governors were unable to reach the same standard, those written by Hudson Janish will challenge comparison with any other similar documents of the period. From 1885 there is a decline in the literary grace with the coming of the typewriter and later, the telephone and stenographer, but this decline is not confined to the English only. The fine black enduring ink gives way to the cheap ink of the purple ribbon and the high quality paper to a lower grade article that will make plenty of copies in a chattering machine. Even the binder fell under the evil spell of so-called progress and good stout leather gives way to cheap boards, cloth, and inferior glue. In the years to come the searcher among the St. Helena records will stand amazed at the enduring quality of the East India Company

and early Crown records when compared with the products of modern civilisation.

The following series of new Records were begun:—

Letters to and Letters from the Colonial Secretary.

Harbourmaster's Registers of Arrival and Departures of Ships.

Treasury Cash Books and Ledgers.

Births, Marriages and Deaths.

Annual Blue Books.

Colonial Secretary's Letters.

It was the practice in St. Helena up to about the year 1890 for all letters addressed to the Colonial Secretary to be gummed into leaved "guard books" in chronological order, quite irrespective of the subject that they might deal with. Thus one guard book might contain correspondence on about a hundred different subjects. Outgoing letters were copied into stout well-bound letter books, and here the same difficulty arises. About 1890 the dossier system was introduced, all letters relating to one subject being collected together and when finished with, being folded up and placed on a shelf. From this system there was evolved the modern method of having one strong manila cover, variously called a file or jacket, for each subject under correspondence and filing all letters relating to that subject therein. The old guard and letter books were an admirable method of preserving documents but must have been a most inconvenient system for reference and are most irritating to search. The modern method on the other hand presents difficult problems in preservation. So complex is modern administration that these jackets or files come off the "production line" at an ever increasing and alarming rate. A common practice is to place three or four such jackets in steel containers, but this practice takes no count of available space and lack of this alone will put an end in due course to a satisfactory enough procedure. Binding of jackets is commonly used; but this has to be high quality as an inexpensive variety in tropical climates is dangerous to the preservation of records.

Harbourmasters Registers.

When the Crown took over it was faced with the task of raising additional revenue by taxation and introduced a tax of one penny per ton on the registered tonnage of every ship anchoring at the port, an extremely controversial measure that was ultimately withdrawn. The step resulted, however, in the use of admirable registers and the authors of an unpopular and unjustified measure have bequeathed to us a very fine record of every ship that ever called at St. Helena. The

registers are interesting for the practice of one harbourmaster of entering all sorts of unusual meteorological information in his register; and to him we are indebted for the knowledge that thunder is often heard in the Island, many having stated that it is unknown.

Treasury Accounts.

These are disappointing and contain little information.

Births, Marriages and Deaths.

Registration of vital statistics did not become compulsory by law until 1851 and 1853. Previous to that date information must be sought in the India Office and the Parish Registers.

Annual Blue Books.

The St. Helena Blue Book, that is the annual statistical summary, is not printed on account of the lack of facilities for printing statistical material. It is prepared in manuscript in quadruplicate and no copies are available to the public, but it can always be consulted in London or St. Helena where there is a fine 'run' of 102 volumes containing all the material of the past hundred years that a student is likely to require.

The above notes on the records of St. Helena are not intended to be exhaustive: they indicate only the main heads of some fine archives and where other, and much needed, manuscripts are likely to be found. In St. Helena itself there are other documents of great interest and value, a few of those likely to be of use to students are as follows:—

Plan of Jamestown in 1814 with names of occupiers of houses.

Report of the Commissioners sent out by the Crown to report on the Island prior to transfer.

Confidential Military Report on the Defences prepared by the Officer Commanding the Royal Engineers in 1816 for use by Sir Hudson Lowe.

Numerous Plans of Longwood.

Orders issued to the Troops for the Second Funeral of Napoleon.

Signal Codes in use in 1807.

Mr. Solomon's Account for the Entertainment of the Officers of the French Expedition to remove Napoleon's Remains. (Hot Bath 10/6d.)

The Laws and Constitution of the East India Company.

A complete Establishment List of every person including officers and soldiers and the Officers and Crew of the Company's Schooner *St. Helena* drawing pay in the Island from the East India Company in 1817.

For the historically minded few places can have quite such an attraction as this small Island.

Acknowledgments. The writer wishes to acknowledge the help that has been generously given him by many Libraries and Societies in the United States. He is specially grateful to the late Eugene Fairfield MacPike of San Diego, the distinguished authority on Edmund Halley, the great astronomer, who visited St. Helena in 1676 and whose fame is preserved there by "Halley's Mount." The Library of Congress has been unfailing in its courteous assistance, and so also have Harvard University Library, the Hispanic Society of America, the American Geographical Society, Dartmouth College Library Hanover, the American Historical Association, and Amherst College Mass., and to them all the writer tenders these short notes about a small Island, familiar to many of their countrymen, as an expression of the cordial thanks he is unable to offer in person.

G.C.K.

CITATION FOR LEGION OF MERIT

Lieutenant Colonel Wayne C. Grover, as Chief, Records Management Branch, The Adjutant General's Office, performed exceptionally meritorious service in the United States from August 1943 to May 1946. He conceived, initiated and supervised development of a comprehensive system of records administration in the War Department and the Army, providing for more effective management of current records and for periodic disposal of valueless papers or the preservation of valuable records. Through his exceptional administrative ability, Colonel Grover contributed materially to the efficiency of War Department operations, to the orderly handling of files during demobilization, and to the better usage of important records for purposes of administration and research.

The Records of the Denver and Rio Grande Western Railroad

By DOROTHY K. TAYLOR

*Supervisor of Records
Denver, Colorado*

Records Procedure

THE Denver and Rio Grande Western Railroad took a unique step when it created a Records Office, under the Trustees. A Supervisor of Records was appointed, who is responsible for organizing and administering systems for the retention, maintenance, and destruction of all correspondence files, reports, and other Company records. The Supervisor of Records consults the heads of departments before revising their files, but since she is a part of the Executive Department, her real responsibility is to the Trustees, rather than to department heads.

The first and probably most important step in the maintenance and preservation of records is the revision of current file systems. A staff of employees is stationed at the General Offices in Denver, and at the division headquarters. These employees have been trained by the Supervisor of Records in revising files, and they are filing experts.

One of these filing experts travels from station to station. Local freight and passenger agencies and traffic offices are required to keep on file certain current official tariffs. Complete public files of required tariffs are located in traffic offices in Denver, Colorado and Salt Lake City, Utah. Similarly indexed files store agency tariffs at each office in the exact order required. This procedure aids agents being transferred from one agency to another, as well as any person making inspection of tariffs. This traveling expert also revises and sets up all other files in the office in a standard system used throughout the railroad offices.

A group of employees, usually two or three, is assigned to a specific department. One employee is selected to report directly to the Supervisor of Records on the activities of the crew. A complete survey is made of the present system of filing, and equipment in use. Recommendations are drawn of the requirements, suggested new system, and additional equipment necessary. The Supervisor of Records then submits the recommendations to the department head for discussion. When all

are in accord as to the best system to be used, and the procedure to be followed, the crew is moved into a convenient location, and they begin their work on the files. They are supplied with Records Office desks, posture chairs, sufficient table space for sorting, typewriters, punches, staplers, file backs, folders, guides in all positions, cards, and card guides.

Then the work begins—one by one the files are removed from the cases. The decision is made as to the proper title of the file under the new system, classifying and systematizing titles in groups relating to similar subject matter. This classification by subject greatly simplifies locating a file when the exact title is not known. Uneven edges are trimmed, and the papers placed in a new file-back with complete identification of file by name, number, and date. Every file-back also includes the name of the railroad, department, and location. The file is then placed in a folder which has a typed label pasted on the tab, giving complete identification of the file. This folder never leaves the drawer, but remains to house papers which might arrive during absence of the file, and to hold the "Out" card, which gives the name of the person holding the file, and the date it was removed from the files.

A master card is then typed for the cross index, and as many cross reference cards as are necessary to assure finding the file. These cards are filed in one A to Z card index. A record is kept in a book of the number and name of each file as it is set up, with a listing of the old file numbers, which is kept just until the new system is fully established, and working.

After the system is complete, a Manual is made, which lists every file in order, gives full instructions for the use of the new system, instructions governing the destruction of records, etc. These manuals are distributed to all persons actively using the files, those dictating letters, and all file clerks. The Manual gives a complete picture in book form of all the files, for the use of every interested employee. The manuals are kept up-to-date at all times by the Records Office.

All letters must carry file numbers when dictated. Practically all concerns now repeat the file number when answering letters, which aids the file clerk in matching correspondence.

From department to department the work progresses. The file numbers are kept as uniform as possible in all departments, so that the same subject will carry the same number throughout the railroad system.

The Supervisor of Records makes periodical visits to all offices, making spot checks, and seeing that the file clerks keep the systems up-to-date, and equipment in order. All supplies, such as file folders, guides, cards, indexes, etc. are supplied by the Records Office. Identical

supplies are used in all offices on the entire system. The ability of the Records Office to furnish needs upon request eliminates having a stock of equipment on hand in each office, which in the past has tied up capital unnecessarily, and taken storage space.

After the current file system is set up, a survey is made of the stored records. Records which should be microfilmed are set aside. The policy is to microfilm chiefly documents which must be kept permanently, and documents of considerable bulk, since the great reduction in size achieved by microfilming makes these records much easier to work with, and saves storage space and storage cases. The stored records are filed vertically by the same system as the current files. All storage file drawers are labeled with the department name, title and dates of material, file number, Interstate Commerce Commission item number, and the date when contents are to be microfilmed, or may be destroyed. A check is kept by the Records Office to see that all records are currently filmed, or destroyed.

By January, 1947, the Denver & Rio Grande Western Railroad had microfilmed 26½ million documents. These films are on file in humidified metal cases, housed in a fireproof vault in the General Offices. These records are completely indexed by departments, and also by form numbers, for easy and quick accessibility. There are five viewers available for use in the vault, where there is a crew always on duty to locate the film. There is also a viewer in the Accounting Department, and one in each division superintendent's office, which projects both 35 mm. and 16 mm. film. Positive films of division records are sent to the superintendents, while the negative is kept in the General Offices.

Three commercial, 16 mm. Recordak machines are in operation eight hours per day for all documents the smaller dimension of which does not exceed fourteen inches. One Model D, 35 mm. machine is in constant use for filming larger documents, such as dispatchers' train sheets, bound books, etc.

The Microfilm Supervisor is directly responsible to the Supervisor of Records. She submits a cost report each week, and a monthly report, by departments and titles, of documents filmed and to be destroyed. This report is duplicated, and copies sent to all departments affected by the current month's work. The Microfilm Supervisor also keeps a check on the in-flow of material from departments, distributes the work, keeps all film completely indexed, and sees that all people desiring to refer to records have immediate attention.

The destruction of all railroad records is governed by the Interstate Commerce Commission *Regulations to Govern the Destruction*

of Records of Steam Railroads. This book of regulations prescribes the length of time that each specific type of record must be retained, according to law.

Carriers are permitted to destroy a record after preserving it for the period of time specified for that particular record. If a carrier desires to destroy any records other than those named, it may petition the Commission to that effect. Carriers may be granted authority to preserve photographic copies of certain records in lieu of original records, or copies thereof. This practice is becoming widely adopted.

An officer is appointed by the board of directors or court having jurisdiction over the property in receivership or trusteeship, to have supervision of the destruction of accounts, records, and memoranda. When any records are to be destroyed, this officer issues a written authority naming the person or persons by whom the records are to be destroyed. This written authority is filed in the office of the issuing officer.

The precise method of destruction is not prescribed. The Commission is not concerned with the method, so long as the destruction is authorized, and a certificate of destruction is filed as required by the regulations. However, if the carrier sells or disposes of the records other than by destroying, the certificate shall so state. The Interstate Commerce Act provides that a carrier shall not divulge information concerning a shipper or consignee, so responsibility in disposing rests with the carrier.

If any records are accidentally destroyed, by fire, flood, or other casualty, a statement certifying such destruction shall be filed with the officer having supervision of the destruction of records, and a copy of the statement shall be filed with the Commission.

The records of the carriers are listed in the Interstate Commerce Commission regulations, but unfortunately the task of assigning an Interstate Commerce Commission item number to the individual company's documents is left to the carrier. Since there is often more than one number under which a record could very well be classified, this makes it possible to misconstrue, and assign a number which calls for a different period of retention. The carrier is held completely responsible for each classification, and if the Interstate Commerce Commission auditors find any discrepancies in checking the classification, the carrier is at fault. This hardly seems fair when in many cases the carrier seems to have a choice of numbers which would appear equally correct for some specific record. This flaw greatly depreciates the value of the Interstate Commerce Commission book of regulations, as it allows for such looseness of classification. The ideal situation would be for all carriers to agree to call their records by the same names and form numbers, and to submit a uniform list, which classifications could be

checked by the Interstate Commerce Commission, and thus give records of the same kind of all carriers the same item number.

The Denver & Rio Grande Western Railroad has a *Manual of Procedures*, a section of which (Section 15) is entitled "Preservation of Records." In this section are listed all the records, and the following information on each: form number, name of form, whether the document is an original or copy, the filing point, Interstate Commerce Commission item number, Interstate Commerce Commission period which records must be retained, D&RGW requirements for the period of retention after which they may be destroyed or microfilmed, and fireproof protection requirements. In some cases the railroad desires to keep records longer than is required by the Interstate Commerce Commission, but, of course, in no case do the railroad regulations infringe on the Interstate Commerce Commission requirements.

The Denver and Rio Grande Western has distributed Section 15 of the Manual to all records custodians, and is no longer widely distributing the Interstate Commerce Commission books. They have thus attained uniformity in the classification of their records, the officers now being responsible for the classification rather than the individual employee handling the records. The Supervisor of Records co-ordinates this program, and makes annual checks to see that all record custodians submit requests for authority to microfilm and destroy records. All requests for authority are checked by the Supervisor of Records before being forwarded to the officer having supervision of destruction. While the original work of matching records to Interstate Commerce Commission regulations is a difficult and long task, any carrier would be amply repaid by the results of its co-ordinated program, as a substitution for the old haphazard methods of classification, which could very readily result in a severe penalty.

After the above program is completed in all current and storage record rooms, the Denver & Rio Grande Western Railroad Company will have all current records filed in first grade steel file cases with the latest type vertical file equipment of guides, folders, etc. uniform over the entire road. All systems will be uniform. All records practical to film will be kept currently on film, filed in fireproof vaults, and completely indexed. All records not practical to film will be housed for the required period in steel storage cases, completely labeled as to contents and date of destruction. Every record will be housed in fireproof file cases or vaults as specified by the committee making a special study of every record. All records will be disposed of as soon as both Interstate Commerce Commission and D&RGW requirements have been met.

The Denver and Rio Grande Western's experience with this revised and unified system has proved its value in convenience and efficiency,

and the prevention of losing valuable documents. The adoption of such a uniform system by all railroads would simplify and expedite exchange of information, and facilitate the auditing of railroad records by the Interstate Commerce Commission.

Microfilm Procedure

An experiment that developed into a full-time program has eliminated the necessity for eight miles of shelving for Rio Grande records, and reduced eighty tons of these vital records to several pounds of film capable of being housed in a space of approximately 212 cubic feet.

All railroads, being public utilities under the jurisdiction of the Interstate Commerce Commission, must, by law, keep an unusually large volume of records for periods ranging from several years to permanently.

Too, their free interchange of traffic and equipment with the several hundred railroads in the United States, results in a complicated and voluminous set of interline accounts, etc., which have always created a serious storage space problem, and the permanent value of many of these records has also created a preservation problem.

Consequently, it was with considerable expectancy that the Rio Grande launched an experimental microfilm project in 1942 with one commercial machine.

The results immediately were so pleasing to the Rio Grande management that a full-time microfilm supervisor was employed, responsible to the Supervisor of Records; a commercial machine, and a Model D for filming large documents and books were added, and for a long period the commercial machines were running on three shifts, twenty-four hours a day, to catch up with the tremendous backlog of records that had accumulated through the years.

Now that the bulk of records are on film, the schedule has been reduced to one eight-hour shift, and the program has been systematized on a permanent basis, dove-tailed into the Rio Grande's over-all program of revising current filing systems, and otherwise overhauling their methods for the retention, and destruction of records.

To date, the Rio Grande has 26,600,000 documents on film. Two large operating rooms, and a fireproof vault to house film have been constructed, and an office built for the microfilm supervisor adjoining. The cost to date has been \$.0035 per document.

Since many records are needed frequently by the Division Superintendents, scattered over the 2,400-mile system, these Superintendents have been provided with viewers.

Virtually every department has now had a large bulk of its records filmed. The largest part of this volume comes from the Accounting

Department, including thousands of local and interline waybills, interline settlements, and claims, passes, milk and cream abstracts, bills for vouchers, bills collectible, paychecks, conductors' wheel reports, and car service accounts.

The Engineering Department has had all Authorities for Expenditures prior to the eleven year period of Trusteeship reduced to film. The Personnel Department has sent in for filming all records for retired, and deceased employes, and personal records of employes out of service five years or more. The Transportation Department sends bulky records, such as those covering movement of military trains, fruit blocks, ODT orders, bulky daily reports, etc., which heretofore have always been responsible for a serious problem of providing floor space, and filing cases.

To take a few examples to illustrate the tremendous volume of records being filmed under the program:

The Interstate Commerce Commission requires that the form covering Authority for Expenditures be kept as a permanent record. To date, the Rio Grande has filmed 367,500 pages of this form, plus maps which often accompany them. Interline settlements, and claims together make up the biggest single item, and more than 3,400,000 of these have been filmed, and destroyed which normally would have to be kept for four years after settlement. Interline waybills received accumulate at the rate of approximately 475,000 per year, and must be retained for six years. Local waybills received pile up at approximately the same rate. To date, nearly two and one-half million of these have been filmed, and destroyed.

Bills for vouchers, which must be kept for ten years, were another big problem under the old method of filing the entire 8½" x 11" document, but now 5,000,000 of these have been reduced to film, and the originals destroyed.

Dispatchers' train sheets, one of the largest Rio Grande documents, and one of the worst problems from the storage standpoint because of their size, are being reduced to 35 mm. film. These range in size from 17" x 42" to 21" x 7'6", and are photographed both front and back on negative and positive film, the positive being sent to the Division Superintendent, and the negative stored in the fireproof vault at the General Offices. The library reader with which the Superintendents are supplied projects both 16 mm. and 35 mm. film.

These Superintendents also send in their out-of-service personal records, formal investigations, and A.F.E.'s. They are provided with film file cases, and the film is returned to them for storage, although the largest part of the film covering most records is retained in the central vault at the General Offices in Denver.

The Supervisor of Records co-ordinates the program. All requests for filming are made through the Records Office. Material sent for filming must be accompanied by a letter of transmittal, signed by the Department Head, giving the following information:

1. Department
2. Form number and name
3. Dates (beginning and ending)
4. Order in which material should be filmed, by date, location, alphabetically, etc.
5. Destruction information. If material may be destroyed after filming, enclose form 406, properly filled out, and approved.
6. Whether material is to be returned to department after filming, or held a certain length of time before destroying.
7. Indexing information.
8. Name and telephone extension of person to call in case of question.

All material is to be sorted in the order it is to be filmed before being sent to the microfilm room.

Form 405 serves as an application, and authority for the destruction of accounts, records, and memoranda. Also this form notifies the Supervisor of Records which accounts, records, and memoranda are to be destroyed, and which are to be microfilmed.

Form 406 provides the General Auditor with a record of accounts, records, and memoranda destroyed, and is signed by the person supervising the destruction.

A complete card index is kept up-to-date as material is finished, showing the film number, drawer number, and section number where every item filmed is filed. One index is made by departments, and a second index shows all records by form number, and title.

When facsimiles are required, a written request, containing the following information, is sent to the Supervisor of Records:

1. Department requesting
2. Complete description of document, if already filmed
3. Original document, if not filmed
4. Whether front, and/or back are needed
5. Number of copies required
6. Date and time required

Upon receipt by the Records Office, the facsimile is delivered directly to the department requesting.

A Cost Analysis is made each week, showing the number of documents run on each machine, film footage used, cost per 100 documents, and film footage per 100 documents. Absences, and other irregularities

affecting the cost are also shown. A copy of this report is sent to the Trustees.

At the end of each month, a Summary of Documents Microfilmed and Destroyed is made. This is a running summary of all documents filmed from the beginning of the program to, and including the current month. This report is distributed to officials, and department heads affected by the current month's work.

There is a section in the Manual of Procedures which lists all the railroad records by form number, and those records which have no form number immediately following. This section specifies the required period of retention, according to Interstate Commerce Commission regulations, and also the Denver and Rio Grande Western requirements, including the microfilm requirements. This section is constantly revised as the program progresses and more and more documents are put on film. All records are checked with this section by the Supervisor of Records to see that the filming is kept up-to-date, and a steady flow is forwarded to the microfilm rooms. Section 15 also includes a picture of the library reader located in each superintendent's office, with instructions for its use, and a general outline of Microfilming.

Numerous requests for detailed information on its microfilm program have been received by the Denver and Rio Grande Western from other railroads, and commercial concerns. Also, many representatives of these organizations visit the railroad's offices to obtain first-hand information on microfilming records. It is hoped that those unable to visit the offices will obtain usable information from this summary of the D&RGW microfilm program. If any further information is desired, the Supervisor of Records will gladly furnish it upon request.

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- No. 8 *Lead and Zinc Policies of the War Production Board and Predecessor Agencies May 1940 to March 1944.* (Washington, 1944. Reissued, 1946. Pp. 130.)
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Department of Public Records and Archives of Ontario

By HELEN A. McCLUNG,

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COL. ALEXANDER FRASER organized the Bureau of Archives for Ontario in 1903 and he is responsible for laying the foundation of the collections which are to-day known as the Department of Public Records and Archives, created, as such, by Act of the Provincial Legislature in 1923. This Department is equally related to all Departments of the Provincial Government but, for practical purposes, functions under the Minister of Education.

The present name covers the material—public and private records. Up to the present, few of the departments of the Provincial Government have transferred their files to us but we are indebted to the Lands and Forests for what we call our Land Papers which deal with the early granting and leasing of land in Upper Canada (now Ontario) and for many of our early maps. The Land Papers, consisting of many thousands, are arranged according to township (the original unit of division of land in Upper Canada) and by concession and lot within the township, not according to names of the settlers. These are simply invaluable in our work and are used constantly.

Recently when the Colonization Roads Branch, dealing with the opening up of Northern Ontario, ceased to function as a separate Branch of Government and was taken over by the Highways Department, all the records of this office, 1857-1936, with full index, were transferred to this Department. These seemed very recent and hardly of archival value but are even now being considered as material for a post-graduate thesis. Thus does time fly and current records become history. Being custodian of government files is a field in which we anticipate great growth in the future.

A recent article in *THE AMERICAN ARCHIVIST* on the preservation of county records was most interesting as it touched on a critical situation in this province. While it is very distressing to hear of the destruction of these valuable records by some officials who are apt to look on them merely as scrap paper, we are glad to report that, thanks to the

co-operation and interest of the new County Clerk at Brockville, Ontario, early county records of the United Counties of Stormont, Dundas and Glengary, covering about one hundred years, were recently turned over to this Department and are being arranged chronologically as the first step in making them available to the public.

Our map collection consists of over 5,000 items, many of the early one having the names of settlers inserted on their lots which, of course, is of great value.

To our custody over a period of nearly fifty years have been entrusted many collections of private papers. These touch all the many subjects which made up the daily lives of various representative citizens and give many interesting pictures of the period in which they lived. For example, the Strachan papers consist of correspondence, documents and ten letter books of John Strachan who came to Upper Canada in 1799, as a teacher, later took orders in the Church of England, and in 1839 was appointed the first bishop of the newly created diocese of Toronto. Being also a member of the Executive Council and later of the Legislative Council, he was active in all public affairs of the province, while his interest in education was rewarded by his appointment as the president of King's College, Toronto, until he founded in 1851 the University of Trinity College, Toronto. The importance of such records cannot be over-estimated when studying the history of Upper Canada. Our private papers are calendared and indexed, are easily available and, we may add, are in great demand.

Miscellaneous Papers cover a multitude of subjects and in this group we can report, among others, such irreplaceable documents as David Thompson's journals and map, the latter one of our most prized possessions: the Articles of Capitulation of Detroit, 1813; many manuscripts of John Galt's poetry, plays and sketches; records of our Mechanics' institutes which preceded the present fine provincial library system; church records, marriage licenses, diaries, &c., &c.

The collection of newspapers is very extensive and one of which we are very proud. The local Upper Canadian ones are naturally consulted most frequently but we also have some American papers. Among these are many odd copies, from 1728 to 1870; while the longer series include a bound copy of the *Boston Chronicle*, 1768; the *New York Albion*, 1822-1868; and *Ballou's Periodical*, Boston, 1854-1856.

Our thousands of pamphlets are arranged chronologically, listed and indexed.

There is one part of our work which is closely associated with the Department of Education. That is the historical exhibit which has been prepared and is kept constantly moving from school to school during the academic year. It consists of about a dozen items, photostat copies

of documents in the Archives. These are covered by cellulose acetate so that they may be read clearly but will not be soiled or torn when handled by the children. This exhibit has been enthusiastically received by the teachers and pupils and it is to be hoped that the service may be expanded before long so that more schools, especially those in the rural districts, may be able to have it.

In view of the close connection between many of the citizens of the United States and Canada, we often have enquiries from "across the line," most of them along genealogical lines. These come from many states of the Union but the majority are from the Middle West and the Pacific Coast where the newer settlements are and to which Canadians have gone over many years.

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

BOOKS ON PAPER

Although the archivist is probably primarily interested in the assembly and preservation of all kinds of material devoted to his particular field, underlying this should be a general interest in the product which makes possible his field of activity—namely, paper.

Although it is not necessary for him to have a technical knowledge of the manufacturing operations, it would seem desirable that most libraries contain one work in this field. Probably the most useful is the series entitled, *Manufacture of Pulp and Paper*, published by the McGraw-Hill Book Company. The fourth edition, which is promised for 1947, will consist of four volumes, and will cover all phases of pulp and paper manufacture.

The layman will find much of interest in the writings of Dard Hunter who, over a period of thirty-five years, has travelled to all parts of the world in the search of material on the ancient craft of papermaking. During this time, he has published ten books, which were expensively printed on handmade paper in limited editions; at present all these are out of print and are really collector's items. Fortunately, Hunter has drawn upon his vast knowledge in the preparation of his *Papermaking: the History and Technique of an Ancient Craft* (New York, Alfred A. Knopf, 1943), which is available at a modest price (\$4.50). The author says: "It is the aim of this volume to give accomplished bibliophiles and amateur book lovers an insight into the methods employed by the makers of papers in all parts of the world from all periods; also it is the desire to interest and instruct paper makers, workers in water marking, etchers, engravers, printers, book-binders, paper salesmen, and all users of paper." The last chapter (about 80 pages) is devoted to a chronology of paper and allied subjects, the first entry being 2700 B.C.

There are literally hundreds of kinds of paper, the definitions of which have been assembled (1940) by the American Pulp and Paper Association (New York City) in its *Dictionary of Paper*. Compiled by a committee of experts from the industry, this volume is an indispensable aid to anyone interested in paper. Quite a different type of dictionary is that compiled by Labarre in 1937 (*A Dictionary of Paper and Paper-making Terms*. Amsterdam, N. V. Swets and Zeitlinger). The compiler states that this is an "experiment in technical lexicography," and he endeavors to give the derivation of the terms used in the manufacture of pulp and paper, as well as many paper names. The book is also useful in that it gives the equivalents of the various terms in Dutch, French, German, and Italian.

A book that should be of particular interest to archivists is that of Julius Grant, *Books and Documents: Dating, Permanence, and Preservation* (London, Grafton and Company, 1937). Part one of this work deals with the dating of books and documents. The first evidence for a date of a given paper may be found from the fiber content; thus, in general, only rags (linen and cotton) were used for the manufacture of book and writing paper up to 1861; esparto grass was used subsequent to 1861; sulphite pulp was introduced into England about 1884; other dates are given showing the manner in which the present mixtures of fibers may be used in establishing the probable date of manufacture. The so-called nonfibrous constituents (sizing, fillers, and dyes) also assist in this operation. The examination of ink is of only limited value. Simple tests are given for the study of the fiber content of paper. One chapter is devoted to fluorescent (ultraviolet) light as a tool, especially for the study of faded or eradicated writing and for the detection of so-called watermarks.

The second portion of this book is devoted to the very controversial subject of the "permanence" of paper. This subject is complicated by the fact that the conditions under which books are stored may play as important a part in their permanence as the material from which they are manufactured. Tradition favors new white or unbleached cotton, flax, or hemp pulps, simply because the oldest surviving papers have been made from them. However, the case against sulphite pulps has not been entirely proven. Unfortunately, the archivist has little to say about the paper used in the publications he receives, and the best he can do is to store them under the most favorable conditions.

It was thought that this brief discussion on books might be closed by a consideration of watermarks. There are two reasons for not doing so. First, there is no suitable book which can be recommended for the lay reader. Second, as Grant points out, the watermark is of only limited value as to the identity and date of a sheet of paper, and in some cases, may even prove to be misleading. Those interested in watermarks will be acquainted with the book by W. A. Churchill, *Watermarks in Paper in Holland, England, France . . . in the XVII and XVIII Centuries* (1935), and the four volume work by C. M. Briquet, *Les Filigranes*, published in 1923 in Leipzig.

It is obvious that, in an article of this kind, one can mention only a few of the books relating to the field of pulp and paper manufacture. A more ambitious list will be found in TAPPI *Bulletin* No. 66 (April 30, 1946, Technical Association of the Pulp and Paper Industry, New York City).

CLARENCE J. WEST

The Institute of Paper Chemistry
Appleton, Wisconsin

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives
Washington 25, D.C.

The Use of Personal Documents in History, Anthropology, and Sociology.

Prepared for the Committee on Appraisal of Research by Louis Gottschalk, Clyde Kluckhohn, and Robert Angell. *Bulletin* 53. (New York, Social Science Research Council, 1945. Pp. xiv, 243. \$1.50.)

This bulletin is the third of the series of reports on methodology that are being prepared under the direction of the Social Science Research Council's Committee on Appraisal of Research. The first report, Herbert Blumer's *An Appraisal of Thomas and Znaniecki's The Polish Peasant in Europe and America*, raised fundamental questions concerning the value of personal documents as data for the social sciences and prompted the committee to have reviews prepared on the uses of this type of source. The second report of the series, namely G. W. Allport's *The Use of Personal Documents in Psychological Science*, was the first of these reviews. The present bulletin includes three others. Aside from the use of the term "personal documents," they are so distinct that it is probably best to consider them separately.

Gottschalk's "The Historian and the Historical Document" (pages 1-75) is a balanced, keenly analytical, and vigorously written essay on historical method. By necessity he extended the term "personal documents" to include practically all historical sources. The chapters on external and internal criticism present the techniques employed by historians to ascertain the validity of documents and the basic problems of interpretation. There is also a chapter on synthesis and another on the relations of history to the other social sciences. The essay together with its bibliographical footnotes should be very useful to graduate students in the field of history and even to their teachers.

Kluckhohn, in his essay on "The Personal Document in Anthropological Science" (pages 77-173), shows the potentialities of the field of anthropology in revealing human life to the practitioners in the other social science fields. He delineates the uses his professional colleagues have made of biographies, autobiographies, diaries, letters, and expressive interviews. Having concluded that this type of source has not been sufficiently utilized, he discusses field techniques and methods by which good personal documents can be secured, the concepts and devices to be used in their interpretation, and the ways in which personal documents can be presented for the use of other social scientists. Kluckhohn concludes with a chapter on future research needs with reference to personal documents.

Although Angell's "Critical Review of the Development of the Personal

Document Method in Sociology, 1920-1940" (pages 175-232) is addressed primarily to sociologists, it has fundamental value for other social scientists because of its concern with the validity of personal documents as sources of data. In his concluding chapter, Angell discusses the methodological difficulties which have hampered progress in the use of personal documents. During the past quarter century, the emphasis has been on the quantitative methods which have made vast contributions to the social sciences. More attention to methods of utilizing the type of source which is the concern of this bulletin may bring similar, though perhaps less demonstrable progress.

EVERETT E. EDWARDS

United States Department of Agriculture

A Guide to Manuscripts Relating to American History in British Depositories Reproduced for the Division of Manuscripts of the Library of Congress, by Grace Gardner Griffin. (Washington, U. S. Government Printing Office, 1946. Pp. xvi, 313. \$1.25.)

Over forty years ago the Library of Congress began acquiring reproductions of manuscripts in European archives and other depositories relating to the history of the United States. The copying of manuscripts was inaugurated in Great Britain in 1905 and was later extended to other European countries in cooperation with the Carnegie Institution of Washington, which was then investigating European archives for the purpose of preparing guides indicating their holdings relating to the history of the United States. Prior to 1927, 300,000 transcript and facsimile folios of original documents in the archives of Great Britain, France, Spain, and Mexico were procured by the Library. In that year a seven year program was launched with funds supplied by John D. Rockefeller, Jr., and under this, nearly two and a half million pages of copies were obtained. With money from a fund established by Mr. James B. Wilbur in 1925, copying has been continued on a much smaller scale since the termination of the Rockefeller project. Because the reproductions from Great Britain are the most extensive in the possession of the Division of Manuscripts, these were the most logical choice for an initial guide.

The guide is well organized and contains a detailed table of contents. A preface gives a brief history of the reproduction program and a description of the methods employed in preparing the guide. The largest section of the guide is that concerned with government archives, including those of the different departments and offices of the national government having to do with the administration of the colonies and the foreign office. Other sections are devoted to the manuscript collections in the British Museum; the libraries, societies, and the institutions inside and outside of London; personal collections; a few depositories in Scotland, Wales, Ireland, and Canada; and the collections of papers of British statesmen in the William L. Clements Library at Ann Arbor, Michigan. The guide lists manuscripts pertaining to all regions of the United States as well as to Canada and parts of Latin America dating from the time of the discovery of the Western Hemisphere to the nineteenth century. Manuscripts originating in European countries other than Great Britain but deposited in that country are included in the listing. Hence the

guide is a very useful tool to scholars working in numerous fields of American history. The reproductions are maintained by the Library of Congress in the same arrangement they had in their original depositories and the archival arrangement is retained in the guide. Each section of the book is preceded by a brief general description, including titles of other guides and lists pertaining to the manuscripts.

Though an admirable compilation, this guide is not complete. It must be used in conjunction with the Carnegie Institution guides and other guides, for instead of embracing complete descriptions, references are made to the descriptions already published in those guides which were utilized by the Library in obtaining the reproductions. This saves compiling and printing expense but it is inconvenient. Despite this handicap the researcher interested in ascertaining what is available in the Library of Congress from the rich archival and manuscript resources of Great Britain will find the guide of very great assistance. Its value as a reference work is substantially enhanced by the inclusion of an excellent analytical index. Typographically the book is also an excellent product. For a reference work, however, the paper cover was an unfortunate selection. It is to be hoped that this guide is the first of a series describing the Library's holdings of materials reproduced from European depositories without which the colonial history of the United States cannot be completely told.

HENRY P. BEERS

U. S. Department of State

The National Archives. Preliminary Checklists Nos. 15-38, 40-42, 44 and 45. Washington, D.C., National Archives, July 1944-June 1946. Processed. Various lengths; separate paginations. Unpriced.

During the fiscal years 1945 and 1946 the National Archives has been able to resume, slowly at first but with gathering momentum, the program of describing its records which was formulated in the spring of 1941 but was necessarily suspended more or less completely by the outbreak of war. Only fourteen of these *Preliminary Checklists* had been turned out up to the beginning of fiscal 1945; ten more were produced in that year; and in fiscal 1946 the previous year's output was almost doubled. In May 1945 a happy change was made from a smeary purple offset process to a firm black multilith one, with great gains in appearance and legibility. An altered numbering system was unfortunately in use from February to June 1945, so that *Preliminary Checklists Nos. 17-24* do not actually bear these numbers. A prefatory note in each later *Checklist* disclaims publication, stating that the primary purpose is for internal use in the National Archives, but that a few extra copies are available for staff members, Government officials, "and others having specific need for it"—which latter formula has a welcome elasticity. *Checklists Nos. 39 and 43* have been compiled and assigned numbers, but have not yet been multilithed and so are not available for review.

In the National Archives' program of 1941, which established the *record group* as the basic unit of classification, the *preliminary checklist* occupies an intermediate position. Below it lies the *registration sheet*, the initial brief

identification of a record group indicating its scope and content. In fiscal 1945 the National Archives finally succeeded in catching up with the registration of its existing record groups; it has the continuing problems of registering new groups, and of recording additional transfers of records belonging to the older groups upon the existing registration sheets. Beyond the preliminary checklist lies the *definitive inventory*, depending upon the multiplication and testing of the preliminary descriptions, and as yet an unrealized ideal. Beyond all these is the general *Guide* to the whole material in the National Archives, which ideally should wait for the completion of the definitive inventories, but practically of course cannot, and of which a new edition, superseding the quite obsolescent one of 1940, is therefore now preparing. A very summary guide to the record groups, presumably compiled from the registration sheets, was published in 1946 with the title, *Your Government's Records in the National Archives*, and was reviewed in a recent issue. Outside this main framework of descriptive matter, provision is made for the compilation of *special finding aids*, which appear in the published series of *Reference Information Circulars*; these are particularly useful for fields of interest cutting across record groups, such as personnel records in the national Archives.

The 29 *Preliminary Checklists* now under consideration are of the greatest variety in length, subject matter, and authorship. The first two, dated July 1944, do not identify the record group to which their materials belong, but thenceforward the record group number and name appear regularly upon the title-page. No. 15, the General Administrative Files of the Rehabilitation Division, 1918-1928, I take to be a predecessor agency of the Veterans' Administration, and so belong to RG 15; No. 16, the Records of the Temporary National Economic Committee, 1938-1941, evidently covers the whole of RG 144. This points to one of the characteristics of these checklists: some are coterminous with the record group as it existed at the time of compilation; others are descriptive of much lesser or quite small portions of such groups. In addition to the T.N.E.C., the following record groups are evidently covered as a whole by a single checklist: RG 45 in PC 30, the Naval Records Collection of the Office of Naval Records and Library, 1775-1910; RG 78 in PC 42, the Records of the Naval Observatory, 1840-1929; RG 80 in PC 31, the General Records of the Department of the Navy, 1804-1944; RG 125 in PC 32, the Records of the Office of the Judge Advocate General (Navy), 1799-1943; RG 143 in PC 41, Records of the Bureau of Supplies and Accounts (Navy), 1885-1942; RG 153 in PC 29, Records of the Office of the Judge Advocate General (War), 1808-1942; RG 145 in PC [21], Records of the War Department General Staff [1903-1939]; RG 138 in PC 33, Records of the National Guard Bureau and its Predecessors, 1822-1941; RG 174 in PC 28, General Records of the Department of Labor, 1907-1942; and RG 192 in PC 34, Records of the Office of the Commissary General of Subsistence, 1818-1912. The Navy Department will be seen to have come off best in these overall surveys, a result largely owing to the assiduity of Mr. James R. Masterson, whose massive *Checklists Nos. 30 and 31*, covering the Naval Records Collection and the General Departmental records, come to xiv, 149 and xiv, 104 pages respectively. The first of these, describing as it does an

archive within an archive comprising materials brought together for their historical interest and including papers of private and foreign origin, ought to be known to all interested in naval history.

On the other hand, PC 44, on the Insurance Records of the Bureau of War Risk Insurance and of the Insurance Division of the Veterans' Bureau, describes a mere 250 cubic feet out of the total of 100,767 filled by RG 15. *Divide et impera* is manifestly the only feasible policy in approaching such a colossus as the Records of the Veterans' Administration and its predecessors. From the Archivist's Report for 1944-1945, the latest available to the reviewer, we learn that in fiscal 1945, 35,000 cubic feet of records were described in addition to 46,000 previously disposed of, a total of 81,000 cubic feet of records described as against a "backlog" of 600,000 cubic feet not yet under preliminary control. The 19 checklists of fiscal 1946, my adding machine informs me, have described a total of 40,174 cubic feet, an impressive enough inroad into *terra incognita*, but still not enough to indicate that the Archivist's goal of complete preliminary description by the end of fiscal 1949 is likely to be reached.

Each checklist has an introduction outlining the administrative history of the agency or agencies involved and indicating the provenance and quantity of the records surveyed. PC 15, on the General Administrative Files of the Rehabilitation Division, Veterans' Bureau, by Evangeline Thurber, has an 18-page introduction which amounts to a substantial administrative history of the first decade of the veterans' rehabilitation. Many of the checklists are provided with useful chronological lists of the administrative personnel concerned. The descriptive system, if normally consistent, is elastic; thus the bulk of PC 45, the Records of the Office of the Secretary of Agriculture, 1839-1943, consists of "Subject Headings used in the Subject File of the Office of Secretary, 1906-1939," occupying pp. 14-62. The greater part of PC 16, on the Temporary National Economic Committee of 1938-1941, consists of alphabetical lists of commercial companies who answered questionnaires or with whom correspondence was exchanged. PC 20, the Records of the Foreign Broadcasting Intelligence Service, 1941-1944, devotes six pages to the checklist proper, as against 16 pages of appendixes indexing the largest single file by city or radio station and by country, and listing the individual items in two other small files of high quality, the Special Releases and the Special Reports of the Service.

Whatever diversities may exist, this body of checklists displays one homogeneous character: thorough workmanship and consistently adequate description, arguing high professional competence on the part of the compilers, drawn from many points of the Archives' organization, and much skill in the editorial office. The chief conclusion to be drawn from these 29 checklists is that the work of describing and making generally available the vast contents of the National Archives is proceeding steadily and in a most satisfactory manner. The more perfect and general guides which will be its culmination are sure to appear in due course and finished form unless the vagaries of legislative policy should deprive the National Archives of sufficient staff to keep this work on foot along with other pressures which beset every

agency of Government. Meanwhile, standards of performance are being set for the archivist's profession in the entire nation.

DONALD H. MUGRIDGE

The Library of Congress

Inventory of the County Archives of Pennsylvania: Bradford County. (Towanda, Pennsylvania, Board of County Commissioners. Exclusive Sales Rights, Archives Publishing Company of Pennsylvania, Inc., Harrisburg. Pp. xii, 242. \$4.00.)

This is an inventory of the archives of Bradford County, Pennsylvania, based upon a survey of the County's records made by the Historical Records Survey several years ago.

Bradford County, having participated in numerous and significant episodes in the development of the state and nation, has a rich and colorful historical background. As stated in the foreword, it is the primary purpose of this inventory to make the records of the County readily available to historians and research workers by revealing the extent, location, and nature of the material, thereby offering an inducement for the study of history not only from the narrow standpoint of local history, but from the wider view of progress and development of American civilization.

This book is divided into two parts, the first embracing a very excellent historical sketch of the County together with an account of the governmental organization and records system, a discussion of the housing, care, and accessibility of the records, and abbreviations, symbols, and explanatory notes used in the book, the second describing the County offices and their records.

In the arrangement of the second part, which includes the inventory of the records, the records of the executive branch of the government are introduced first, followed by those of the judicial, law enforcing, fiscal, and miscellaneous agencies. A detailed comprehensive essay on the growth, organization, powers, and duties of each County office or agency precedes the inventory of the records of that office or agency.

All records found by the Survey are listed. The timesweep covered is from the creation of the County in 1812 to the present. An entry includes the title of the series, given wherever possible exactly as it appears on the volumes or file boxes, dates covered, quantity, a general description of the material, arrangement, information relating to indexes, cross references to other series, and the average size of the records. The entries are arranged under each office according to broad subjects such as "Military," "Juries," "Accounts," etc.

Following the inventory proper is a list of Bradford County officials, 1812-1946; then a bibliography of primary and secondary sources, and finally a chronological index.

The format of the work is clean-cut, clear, and integrated. Footnote documentation has been purposely avoided. Not only is this volume an unusually well organized and convenient approach to a valuable collection of records; it is, in itself, a smooth flowing summary of the history of the County.

LUCILLE H. PENDELL

National Archives

Calendar of Persian Correspondence: Being Letters Which Passed Between Some of The Company's Servants and Indian Rulers and Notables. Vol. VII, 1785-7, edited by S. N. Sen. (Imperial Records Department, Delhi, 1940. Pp. xv, 648, xxxvii. Rs. 20 or 31s.)

This publication consists chiefly of 1935 official letters, translated from the Persian, concerning the diplomatic and business interests of the British East India Company in India during the years 1785-1787. The letters, in chronological order, cover the Company's official correspondence during the last few weeks of the governor generalship of Warren Hastings, through the short administration of Sir John Macpherson as acting Governor General, and so on into the opening years of Cornwallis' term in the same office. The letters, of course, speak for themselves. Detailed footnotes are most valuable aids to the use of this work in research. The introduction, which summarizes the content of the correspondence is particularly enlightening, and could well take its place as a chapter in any general history of British India. It makes a real contribution to an understanding of the emergence of Great Britain as the dominant power in India in a period when Indian political institutions were in a disrupted condition following upon the collapse of Mughal power.

If there is any criticism of so excellent a publication of basic source material, it is by way of suggesting the inclusion of yet another appendix, listing the major subjects covered by the correspondence (i.e., Mahrattas, Sikhs, Emperor of Delhi, Mysore, Carnatic, Tanjore, problems of administration, business interests, etc.), together with the letters, designated by numerals affixed to them in the publication, which chiefly cover each of these broad subjects. Such an appendix would render these original sources more useful to the research student.

ELMER H. CUTTS

Northeastern University

Records in Oriental Languages. Vol. I: Bengali Letters, edited by S. N. Sen. (University of Calcutta, Calcutta, 1942. Pp. iii, 87, 285, xvi, 99. Bengali text, English summary and synopses.)

Volume I of *Bengali Letters* consists of 169 letters concerning the local history of the small states of Cooch Behar, Assam, Cachar, and Manipur, all to the northeast of Bengal. The letters are dated between 1779 and 1819, and chiefly indicate the relationships between these four Indian states and their more powerful neighbors, the East India Company in Bengal, the Bhotias of Bhutan, the Teshi Lama of Tibet, and the King of Burma. The author of the English summary, situated between the Bengali text and the English synopses of the letters, appears to indorse the "White man's burden" point of view by insisting that British intervention alone could eliminate the chaos which overtook the four small Indian states prior to the British victory over Burma in the first Burmese War. The biographical and geographical notes are most helpful but the book could also use an English index to advantage.

ELMER H. CUTTS

Northeastern University

Catalogo de la Sección Republicana, 1821-1822. [Republica del Perú, Ministerio de Hacienda y Comercio, Archivo Histórico.] (Lima. Imprenta Torres Aguirre, S. A., 1945. Pp. viii, 314.)

Catalogo de la Sección Republicana, 1823-1825. [República del Perú, Ministerio de Hacienda y Comercio, Archivo Histórico.] (Lima. Imprenta Azul, 1946. Pp. v, 457.)

These are the first two volumes of a series being prepared by the members of the staff of the Archivo Historico de Hacienda y Comercio of Peru, under the direction of Sr. Federico Schwab. In view of the extensive amount of the material in the valuable collections of the archives, the two volumes cover only the first five years of the independent life of the republic. The records are classified as "official" or "particular." In volume one there are listed the documents in seventy-four legajos containing decrees, correspondence and other administrative papers, and those of two legajos of expedientes relating to different matters handled by Hacienda, as well as seventeen volumes of accounts and other records. Volume two lists the records in seventy-two legajos of correspondence and other papers and in three legajos of expedientes, as well as nineteen volumes.

In the listing, the documents are arranged first by years and then by legajos for the several agencies of the government or containing special material such as laws, decrees, and orders. Within the legajos a chronological order is maintained. The legajos are numbered and have a letter prefixed to indicate the groups. Likewise the documents of each legajo are numbered, thus providing a ready reference to a particular item. An innovation of volume two is the consecutive numbering of all the entries. Each entry indicates the title of the document, the place, the date, the name of the signer, the number of folios and the designation. Each volume has a list of the titles of the legajos and volumes included, as well as an index of subjects and one of names.

The papers listed, comprising a rich treasure of the archive, deal with a critical period of Peruvian history and serve to throw new light on many topics. Those in volume one treat of the financial difficulties of the new republic, the establishment of the first bank, the operations of the Casa de Moneda and many other subjects. The chaotic state of affairs and the general disorganization which obtained at the time are amply revealed. The varying titles of the offices listed serve to indicate the problems in developing the administrative machinery. Particular mention may be made of the numerous laws, decrees, and orders listed which, it is believed, will supplement those published heretofore. The same types of materials are included in volume two. In this volume the difficult situation in the struggle against Spain and in the organization of the new government is reflected in the number of entries for the several years. The year 1824, in which the Battle of Ayacucho marked the end of the war for independence, has only about one fifth as many documents as the other two years. The documents of these years very fully reveal the activities of the Congress, the Liberator and the various administrative office of the government.

Sr. Schwab, in a preface, states that these records afford to investigators "the authentic facts to clarify the various aspects of Peruvian economy and show the form in which the administration of the Republic was organized and functioned during the War for Independence." Indexes of this type serve admirably to make better known the treasures stored up in the governmental archives.

ROSCOE R. HILL

Washington, D.C.

Archivo Nacional. Indices del Archivo Colonial. Volumen III, Abastos, Aduanas, Alcabalas, Archivos, Competencias, Consulados, Correos, Cruzadas y Genealogías; Volumen IV, Caciques e Indios, Curas y Obispos, Lazaretos y Obras Pías. [Ministerio de Educación Nacional, Publicaciones del Archivo Histórico Nacional.] Bogotá, Editorial Antena, 1946, Pp. xv, 366, 374.)

These indexes of records relating to the colonial period of Colombia in the Archivo Nacional continue the series begun more than a decade ago. Volumes one and two appeared in 1935 and 1936 and were prepared under the direction of Carlos Valencia Estrada. The volumes under review have been prepared by the staff of the Archive under the efficient direction of Dr. Enrique Ortega Ricaurte. The delay in publication was due first to the reorganization and transfer of the archive to a new building and then to the exigencies of the second World War. It is now expected that more volumes will soon appear to make available the other indexes already formulated.

The records covered by these indexes are in bound form. Hence the listings are made first by groups and then by volumes. Within the volumes the expedientes are generally listed in the order in which they appear. Since there are no alphabetical indexes, it is necessary to peruse the entries to ascertain the materials included. It should be noted, however, that in the case of certain groups, Archivo, Consulados and Curas y Obispos, the entries are arranged in alphabetical order under the names of the persons.

The entries give the names of the persons involved in the expedientes and an indication of who they were, the general nature of the subject matter, the places, the year and the pages where the document is found. Each entry is numbered consecutively for each volume indexed. The expedientes are mostly of the eighteenth and early nineteenth centuries, with some few of the sixteenth and seventeenth centuries.

Volume three indexes or lists the expedientes of ten groups from the Colonial division of the Archive. These, with an indication of the number of volumes and the nature of the materials, are: *Abastos* (provisions), 14 vols.—records dealing with the handling and sale of foodstuffs and other provisions; *Aduanas* (customs), 25 vols.—the administration of the customs, imports, duties, shipping and related matters; *Alcabalas* (sales tax), 25 vols.—documents relating to the administration of the alcabala or sales tax; *Archivo* (archive), 8 vols.—various miscellaneous expedientes which were filed with the government; *Colegios* (colleges), 6 vols.—papers relating to university, colleges, students and education; *Competencias* (competence), 8 vols.—documents dealing

with jurisdictional matters; *Consulados* (consulates), 5 vols.—papers in connection with the activities of the consulate; *Correos* (posts), 17 vols.—records dealing with post offices and mails in the various parts of the colony; *Cruzadas* (crusade), 4 vols.—documents concerning the Bull of the Crusade, its administration and collection; and *Genealogías* (genealogy), 6 vols. expedientes regarding the ancestry of individuals.

Volume four comprises the following indexes: *Caciques e Indios* (chiefs and Indians), 78 vols.—royal cédulas, decrees and expedientes dealing with all problems arising in the relations with the native peoples; *Curas y Obispos* (priests and bishops)—an alphabetical index of appointments; *Lazaretos* (pest houses), 1 vol.—documents relating to public health; and *Obras Pías* (pious works), 1 vol.—expedientes regarding pious foundations.

A brief preface in volume three contains the text of the presidential decree of January 17, 1868, establishing the Archivo Nacional and a list of all the groups of papers in the Colonial division with an indication of the number of volumes in each one. These indexes serve to make available to scholars a vast amount of information on many phases of the life in colonial Colombia. The Archivo Nacional and Dr. Ortega Ricaurte are to be congratulated on the publication of the two valuable indexes of records in the Archive.

ROSCOE R. HILL

Washington, D.C.

El Archivo Nacional: Antecedentes de su Fundacion y Resena de la Labor Realizada desde 1927 a 1945. (Santiago de Chile, 1946, Pp. 172.)

In this small volume there is assembled the decrees and laws which have most significance in the development of the National Archive of Chile and the annual reports of the director from 1927 to 1945 inclusive. In addition there appears a brief summary of its holdings, a bibliography, an index, and some introductory matter on the opinions of prominent Chileans on the importance and usefulness of archives.

The laws and decrees with a limited commentary—a somewhat longer explanation would be welcome—are arranged in chronological order. This, of necessity, causes a considerable repetition, but it results in an account surprisingly well connected. The detailed provisions which are given the force of presidential authority and legislative sanction imply a restricted sphere of jurisdiction for the director but also a field of action backed up by highest legal power.

The annual reports have a particular interest. Many of the problems of the director are shared by archivists the world over. Thus, he confronts the dilemma of reporting the achievements of which he is proud and yet at the same time producing a convincing argument that he fails to do justice to his job for lack of funds. He would boast a little concerning his reference service to the government and the public and yet he must plead for more facilities for such service through extension of his catalogue work. On the other hand, the Director of the Chilean Archive has points of strength in his position which are lacking to some of his colleagues. The amount of fees collected for services performed is quite large in relation to his expenditures. The monetary

value of his reference service to the government is susceptible of easy proof. His work with respect to revision of the decrees on public instruction has high significance. Even more important, however, are the efforts of the director in the international field, the journey to the United States, to the Argentine, and particularly to Peru. In restoring to Peru the records which were brought to Santiago after the War of the Pacific, the director contributed in no small measure to the peace of the Americas.

ALMON R. WRIGHT

National Archives

News Notes

KARL L. TREVER, Editor

The National Archives
Washington 25, D.C.

SOCIETY OF AMERICAN ARCHIVISTS

A joint luncheon meeting of the American Historical Association and the Society of American Archivists was held in New York on Friday, December 27. E. Wilder Spaulding, acting chief, Division of Publications, State Department, spoke on "Records and Record Keeping in International Government," and Robert Claus, acting archivist of the United Nations, gave a short statement on the "Archives of the United Nations." Both papers will be published in the *AMERICAN ARCHIVIST*.

The Secretary reports the following committee assignments for 1947; others will be announced as committees are completed:

Archival Buildings: Victor Gondos, Jr., chairman; Morris L. Radoff, Leon de Valinger, Jr., Henry Howard Eddy.

International Relations: Oliver W. Holmes, chairman; Lester K. Born, Robert Claus, Waldo G. Leland, E. Wilder Spaulding.

Photographic Techniques: Vernon D. Tate, chairman; Grace L. Nute, William D. McCain, William D. Overman.

Publication Policies: Leon de Valinger, Jr., chairman, Philip M. Hamer, Preston W. Edsall, John C. L. Andreassen.

Records Administration: Henry Howard Eddy, chairman; Helen L. Chatfield, Philip C. Brooks, Christopher Crittenden.

Uniform Legislation: A. R. Newsome, chairman; Richard B. Morris, Francis S. Philbrick.

The chairman of the Membership Committee, Virgil Peterson, 306 State Museum, Denver 2, Colorado, has just received from the printers a revised brochure for distribution to prospective members of the Society. Members of the Society who desire them may secure copies by writing to Mr. Peterson.

THE NATIONAL ARCHIVES

The Archivist of the United States has announced a reorganization of the National Archives, which was effective on January 1, 1947. The National Archives Establishment now consists of the Office of the Archivist and eleven major offices having wide administrative and professional responsibility. The following constitute the Archivist's immediate staff and the officials in charge of the offices: Dan Lacy, Assistant Archivist of the United States, Oliver W. Holmes, Program Adviser, Elizabeth E. Hamer, Chief of the Division of Exhibits and Publications, and Ralph W. Luten, Chief of the Division of Per-

sonnel Management, all in the Office of the Archivist; Stuart Portner, Director of Administrative Services; Arthur E. Young, Secretary of the National Archives; Philip M. Hamer, Director of Records Control; Thad Page, Director of Legislative Service; Marcus W. Price, Director of the General Records Office; Herman Kahn, Director of the Natural Resources Records Office; Paul Lewinson, Director of the Industrial Records Office; Edward G. Campbell, Director of the War Records Office; Dallas D. Irvine, Director of the Photographic Records Office; Bernard R. Kennedy, Director of the Federal Register; and Fred W. Shipman, Director of the Franklin D. Roosevelt Library at Hyde Park.

Although World War II records have not predominated among recent accessions of the National Archives, quantities of such records continue to be received. Among them are records of the Office of Scientific Research and Development, 1940-46, consisting largely of files of the National Defense Research Committee, and two large motion-picture film collections made by the Signal Corps, 1939-45, and the United Nations Training Film Committee, 1942-46, of which the National Archives was a member. Records of several German-owned firms operating in the United States that were seized by the former Office of the Alien Property Custodian at the beginning of World War II have also been received; they include the files of the German Railroads Information Office. Other accessions of note include records of collectors of customs at 52 ports in the United States and Alaska, 1789-1900, and files of the Joint Committee on the Organization of Congress, 1945-46.

The *Seventh Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library*, for the fiscal year 1945-46, has recently been published. It lists the materials acquired during the year and outlines the problems the Library faces in arranging, inventorying, and servicing its holdings and in coping with hundreds of thousands of visitors. The Archivist's *Twelfth Annual Report* on the National Archives, for the fiscal year 1945-46, is in press. Copies of both reports may be obtained from the division of Exhibits and Publications, National Archives, Washington 25, D.C.

THE FRANKLIN D. ROOSEVELT LIBRARY AT HYDE PARK, N.Y.

The State Department has recently sent to the Franklin D. Roosevelt Library a quantity of material received from foreign countries during the years Mr. Roosevelt was President and immediately after his death. In addition to a large number of letters of condolence, it includes correspondence regarding such matters as requests for photographs of Mr. Roosevelt, gifts to him, and tributes paid him by foreign legislative bodies.

Mrs. Franklin D. Roosevelt has turned over to the Library sections of her correspondence for the year 1946. Some of them deal with her activities as delegate to the United Nations Assembly, and they include telegrams and letters asking for assistance in helping European refugees; petitions in behalf of Palestine, Finland, Trieste, and Korea; requests for United Nations action against Spain; requests from United States citizens for assistance in getting food and clothing to their relatives in the Russian-occupied zone

of Germany; and many letters from Europeans expressing appreciation of her stand on questions affecting world peace.

The papers of Mr. Roosevelt as Assistant Secretary of the Navy, 1913-20, which are in the Library, have been arranged and are now available to searchers. Mr. Roosevelt's correspondence for the same period dealing with Federal patronage in New York State, chiefly with the appointment of postmasters, has also been opened for research use.

Dr. Carl L. Spicer, formerly assistant professor of history at Bethany College, Bethany, W. Va., has joined the staff of the Library in the capacity of archivist.

ANNUAL MEETING OF THE AMERICAN HISTORICAL ASSOCIATION

In addition to the papers delivered at the joint luncheon session of the Society of American Archivists and the Association on December 27, the following papers of interest to archivists were included on the program of the annual meeting:

E. Wilder Spaulding, The Record of Foreign Policy for Scholars.

Thurman S. Wilkins, Histories of American Military Units, World War II.

H. Clay Reeds, Court Records of Delaware Valley.

Susie M. Ames, Court Records of Virginia's Eastern Shore.

Vernon D. Tate, Microphotography for Scholars: From Binkley to Bush.

Murray G. Lawson, Mechanical Aids in Historical Scholarship.

Frank Craven, Hugh M. Cole, Samuel E. Morison, Frederic C. Lane, and J. D. Thatcher, Panel Discussion of History of World War II: Problems and Methods.

Leon S. Gay, Local Business History and the Importance of Preserving Business Records.

LIBRARY OF CONGRESS

The Draft Report of the Library of Congress Planning Committee, dated December 10, 1946, which has been distributed to libraries and scholarly groups for suggestions and criticism, includes the following paragraph of interest to archivists and curators of manuscript collections:

The interest of the Library of Congress in manuscript material must be limited, by necessity, to manuscripts of national interest, and should include those of men and organizations that have contributed to the government, the institutions, and the life of the American people as a whole rather than those of local interest only. It should, however, take special responsibility for the acquisition, in original form or by transcripts or photographic reproduction, of manuscripts in foreign countries relating to the origins and the building up of the United States. It should work closely with the National Archives and with the local manuscript collections throughout the country, making every effort to see that manuscripts are placed in the depositories where they will be most useful, and it is recommended that the Librarian of Congress take the lead in establishing a National Manuscript Committee made up of representatives of regional historical organizations and societies, whose duty it will be to aid in the proper arrangements for and distribution of manuscript material.

An Assembly of Librarians of the Americas will be held at the Library of Congress in the spring of 1947, as a part of the cultural relations program of the Department of State, in cooperation with the governments of the various Latin American Republics. Approximately thirty leading Latin American librarians have been invited to attend. Luther H. Evans, librarian of Congress, under whose direction the Assembly is being planned, will ask a considerable number of librarians from the United States and Canada to participate, to serve as consultants, and to work directly on significant committees and projects. The Assembly will open on May 12, 1947, and will continue for a period of eight weeks. The activities will assume three phases: first, the four week conference in Washington, May 12-June 7; second, a three-week tour of United States libraries; third, attendance of the delegates at the annual conference of the American Library Association in San Francisco, June 29-July 5. Dr. Ernesto Gietz of Argentina will act as secretary of the Agenda Committee when he arrives in Washington on March 1 as consultant to the Library of Congress. The agenda will cover professional training of librarians, technical library problems, library development and extension, international and trade bibliographies, children's literature and libraries, and international intellectual cooperation.

One of the largest collections of manuscripts to come to the Library within recent months is the collection of family papers of three generations of the Ewing Family, presented by the heirs of Thomas Ewing of Yonkers, New York, through Mr. Sherman Ewing. The papers of Senator Thomas Ewing of Ohio, secretary of the Treasury under Presidents William Henry Harrison and John Tyler, and first secretary of the Interior (under President Taylor) were acquired by the Library in 1914. The present acquisition includes further papers relating to Senator Ewing, as well as papers of his two sons and his grandson. One of the sons, Hugh Boyle Ewing, was a '49er, a law partner of William Tecumseh Sherman, a major general in the Union Army, and U. S. Minister to the Netherlands. The other son, Thomas Ewing, Jr., was the first chief justice of the Kansas Supreme Court, a major general, offered a cabinet post by President Johnson but refused, a leader of the Ohio Greenback wing of the Democratic Party. Thomas Ewing III was an authority on patent law, man of letters and commissioner of patents, 1913-17.

The War Department has turned over to the Library of Congress a part of the archives of the Deutsches Ausland-Institut which were seized in Stuttgart by the American Military Government.

The Barrow laminating machine has been installed in the Manuscripts Division repair shop, and is in production. Books and maps, as well as manuscripts, will be "aided in their fight for permanent preservation by the alkali baths and the cellulose acetate foil applied in a thermoplastic state." The Government Printing Office has supplied a trained operator to have charge of the work.

U. S. CIVIL SERVICE COMMISSION

Pursuant to provisions of *Civil Service Handbook* x-101, the Commission has established a Committee of Expert Examiners for the purpose of develop-

ing and conducting examinations to fill positions in the "archivist and archives assistant series." The Committee has three members from the National Archives staff and one each from the War Department and the Navy Department. The Committee is currently in process of drawing up an announcement for an examination of archivists of the grades "P-2" and upward. This examination will be of the unassembled type, in contrast to the Junior Professional Assistant Examination referred to in the last issue of *THE AMERICAN ARCHIVIST*.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The subject for the panel discussion at the December general meeting of the Conference was "Administrative Reference Service in Relation to Records Administration Programs." The speakers were Miss Helen Chatfield, Bureau of the Budget, Linwood Donaldson, Department of Agriculture, Mrs. Olga Paul, National Archives, and Mrs. M. V. Wenzel, librarian of the Civil Service Commission. In January the general meeting was concerned with "The Relationship of Forms Control to Records Management." Louis Rouse, War Department, and John P. Richey, Department of Agriculture, were the speakers.

The Round Table on Techniques of Correspondence Management met on December 6, 1946. John Dethman, Office of Price Administration, Robert Jones, Navy Department, and Miss Imogene Williford, Veterans' Administration, discussed such aspects of correspondence management as ephemeral correspondence, controlling the creation of correspondence records, and general records maintenance, operation, and disposition. At the January meeting of the Round Table on Case Studies of Records Management in Federal Agencies Henry Lilienfield introduced John Maheney, Navy Department, who led a discussion on "Administrative Analysis Applied to the Collection, Processing, and Use of Record Data."

Processed transcriptions of the remarks made at the general meetings of the Conference may be obtained by writing the Conference secretary, Joseph F. Vaughan, National Archives, Washington 25, D. C.

SOCIETY OF PERSONNEL ADMINISTRATION

The Personnel Procedures Section of the Washington chapter of the Society of Personnel Administration held a meeting on January 6 in the National Archives auditorium for the purpose of discussing "The Civil Service Commission's Procedures and Regulations Concerning the Official Personnel Folder."

BUSINESS ARCHIVES

The Committee on Business Records of the American Historical Association now is a separate committee and is not a subcommittee of the Committee on Historical Source Materials, which was abolished at the last meeting of the Association. Members of the committee are: Thomas C. Cochran, New York University, chairman; William D. Overman, Firestone Tire and Rubber

Company, Akron; Oliver W. Holmes, National Archives; Lewis Atherton, University of Missouri; Thomas D. Clarke, University of Kentucky; Herbert O. Brayer, Colorado State Museum; Richard Overton, Northwestern University; and Arthur H. Cole, Harvard University.

The following document is a proposal of the Committee on Business Records of the American Historical Association, prepared with the support and assistance of representatives of the Committee on Business and Institutional Archives of the Society of American Archivists, of the Committee on the Collection and Preservation of Business Records of the Economic History Association, and of other interested associations and institutions in session at New York, December 29, 1946:

Whereas there is a growing number of scholars interested in utilizing business records in their research,

And whereas there is a growing number of business men interested in the economical and efficient management of their records and in the use of experience recorded therein,

And whereas no agency exists to bring together the activities of those two groups to their mutual advantage,

The Committee on Business Records of the American Historical Association proposes that the Executive Committee of the Council endorse the following program: that various foundations and institutions be approached to support the establishment of a Director and small secretariat for a period of 3-5 years.

Among the functions of the Director and Secretariat might well be:

1. To survey selected firms and industries, outstanding records management programs, and resources of libraries and institutions;
2. To conduct an extensive campaign of education launched in connection with the management and utilization of business records;
3. To prepare a set of manuals on the management and utilization of business records; and
4. To serve as a clearing house for the exchange of information on business history and records management.

It is expected that the project will become self-supporting within 3-5 years through its services to American Business. Such services may include: (a) an information service to business on the management and utilization of its records, part of which may be for a fee at cost; (b) a consultation service by trained archivists for a fee at cost; (c) the preparation of business, institution and industry-wide histories by qualified historians for a fee at cost and (d) the establishment of a business archives for the storage of business records at a nominal fee covering costs.

A temporary committee was designated for the purpose of drafting this proposal. Its members were: E. J. Leahy, Remington Rand, chairman; Thomas P. Martin, Library of Congress; Oliver Wendell Holmes, National Archives; William Miller, New York City; Thomas Cochran, New York University; R. W. Hidy, Wheaton College; A. H. Cole, Harvard University; H. F. Williamson, Yale University; and F. H. Wagman, Library of Congress. On December 30, the *New York Times* furnished the following report of the discussions at the informal meeting that led to the appointment of the temporary committee:

Plans for a comprehensive collection and study of business and industrial records were made yesterday at a meeting of members of the American Historical Association, now holding its sixty-first annual meeting at the Hotel Pennsylvania.

Business leaders, historians and librarians who attended the meeting agreed that preserva-

tion of these records would simplify a scientific inquiry into business history as an important part of the larger study of the economic development of the United States.

Despite a difference of opinion on method—whether the records should be kept in a central or local repositories or by companies themselves—it was decided to integrate the now diffuse local studies of business history. Emmett Leahy, formerly in charge of Navy Department records, was named chairman of a committee to raise funds to set up a permanent secretariat to act as a clearing house for information.

This action was taken upon the recommendation of the committee on the collection and preservation of business records of the Economic History Association.

In presenting the committee's proposals Prof. Harold Williamson of Yale offered a program for the scientific retention of business records. They are to make an inventory of business records already collected, to establish a central file of information concerning records preserved in the United States, to survey local and regional sources, to draw up a comprehensive plan for the study of business history, to suggest further studies and to arrange with selected concerns for the preservation of their records.

Irving P. Schiller of the Naval Records Management Center in New York declared that most private companies were neglecting the problem of non-current records because of "inertia or inability to see the necessity for specific planning." He indicated the scope of the problem by reporting that one insurance company alone had accumulated 800,000 cubic feet of records in seventy years.

This view was disputed by William Overman of the Firestone Rubber Company, who said it was his opinion that business in general was moving toward a solution of the record-keeping problem. He cited as an example his own company, which has been collecting and integrating its records for twenty years.

F. H. Woolfall of the New York Central Railroad said that he was undertaking a complete survey of the records of the system, dating back for 120 years.

The record system of most companies, in which non-current files are retired to "basements, garages and warehouses," was described by Mr. Schiller as an "extravagance" that could easily be eliminated.

"Records management is not an affair for antiquarians delighting in the early history of American business, he declared, "it is a practical dollars and cents matter."

To illustrate this, he cited a western railroad that has been clearing its records from its round-houses. Not only have the records been put in order, he said, but a group of historically valuable documents has been uncovered that economic historians already have used to advantage.

Under the heading "Historians Record Saga of Business," Will Lissner, of the New York *Times* staff, publicized university and other efforts to write the history of American business from "dusty archives and long-neglected records" in the following article published in the *Times* for December 8, 1946:

The movement to preserve the facts about the rise and growth of American enterprise sprang from professional historians. Several years ago, dismayed at the destruction and loss of valuable historical materials, they began seeking the cooperation of business executives in making their records available for historical research.

This movement is now bearing fruit in studies supported by leading foundations and institutions at American colleges and universities. Among the institutions where the histories of old established enterprises or of enterprise-builders are being carried on are the following:

Harvard, New York, Northwestern, Pennsylvania, Missouri, Wyoming and Chicago Universities; Wheaton, Smith, Dartmouth, Northland Colleges; the State Museum of Denver.

Enterprises whose histories are being written include the Pepperell Manufacturing Company, the Saco-Lowell Shops, the Whitin Machine Works, the Pabst Brewing Company, the Scoville Manufacturing Company, the Washburn-Crosby Company and Western Range Cattle Industry.

Business men have welcomed the movement. Prof. N. S. B. Gras of Harvard University

reports that he and his staff have had more requests to write histories of companies than they could handle. General Motors and other corporations are taking part. The chemical industry has set up a non-profit history committee to aid researchers. The Newcomen Society, an organization composed largely of corporation officers, has set up a Research Policy Committee to forward such studies.

Banks, which once shrouded their records in mystery, have begun to open their files, excepting those concerning confidential relations with clients, to scholars. Among the institutions which have given welcome to members of the Economic History Association are the National City Bank and J. P. Morgan & Co., in New York and banks in Philadelphia and Baltimore.

Among the business leaders active in the movement's behalf are Ralph Budd of the Burlington Lines, and Henry S. Dennison of the Dennison Manufacturing Company. Through Mr. Budd's interest, the Burlington Railroad has made available 900 feet of shelves of its records. The Illinois Central Railroad has opened its files and the Denver, Rio Grande & Western has had its records minutely catalogued.

Most of the projects deal with large-scale enterprises, but the smaller ones and the lesser-known enterprisers are not being neglected. What can be done with the daybooks, letter files, payroll books and real estate records of a smaller company was shown by H. David Condron in his history of the Knapheide Manufacturing Company of Quincy, Ill. already published by The Journal of Economic History.

Mr. Condron traced the growth of the company from the little two-story wagon-maker's shop that Henry Knapheide opened on State Street, Quincy, in 1848, through its competition in 1905 with ten other carriage and wagon-making factories in Quincy that no longer exist, to the present concern, which produces automobile truck and trailer bodies.

Among the enterprisers now engaging the historians are Thomas H. Perkins, John M. Forbes, Fred S. Pearson, Cadwallader C. Washburn and Charles E. Perkins.

Studies of enterprises and enterprisers appeared occasionally in the past, but few were written from corporation records. The present movement received its impetus from the founding of the Economic History Association in 1940 and the establishment of the Committee on Research in Economic History by the Social Science Research Council.

One of the centers of these studies is at the Harvard Graduate School of Business Administration under the direction of Professor Gras. Histories being completed there are the one on the Pepperell company by Mrs. Evelyn H. Knowlton, one on the Saco-Lowell Shops from 1824 by George S. Gibb and one on the Whitin works from 1831 to 1946 by Thomas R. Navin.

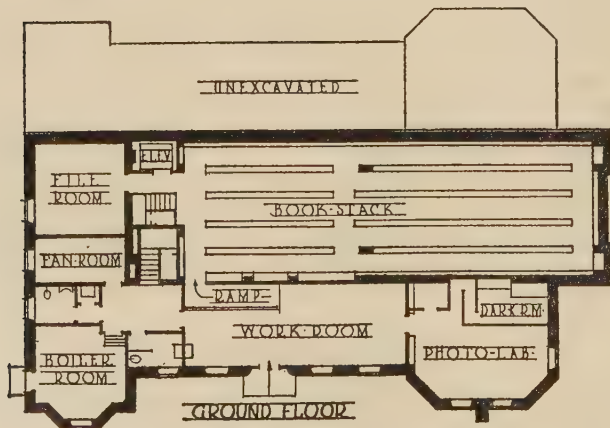
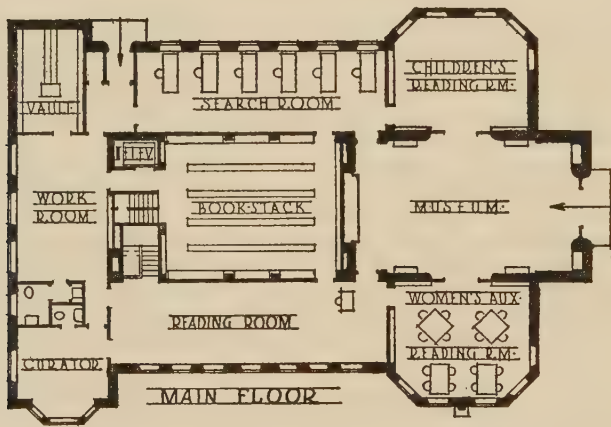
The New York University Graduate School of Business Administration will start a business history series next year with the publication of a history of the Pabst company by Prof. Thomas C. Cochran, joint editor of The Journal of Economic History. The Council of Industrial Studies of Smith College is scheduling for publication next year studies in the evolution of machine tools and of mass production methods in precision manufacturing in the Connecticut Valley from 1775 to 1870 and a study of cutlery making there. These are by Felicia Johnson Deyrup and Martha Van Heusen Taber.

The University of Chicago received this year from the social science division of the Rockefeller Foundation a three-year grant for a history of Sears, Roebuck, to be produced under the direction of Dr. Boris Emmet.

The Rockefeller Foundation made a five-year grant for a study of the Western range cattle industry. The humanities division of this foundation and the University of Missouri provided grants under which the Western historical manuscripts collection of the university was set up under W. Francis English. Mr. English is soliciting the help of business men and others in preserving and collecting old records of enterprise in the Missouri and the central Mississippi Valley.

CHURCH ARCHIVES

Drawings of the proposed new home for the archives and historical books and manuscripts of the Church were presented to the more than five hundred



ARCHIVES AND HISTORICAL LIBRARY OF THE HISTORICAL FOUNDATION
OF THE PRESBYTERIAN AND REFORMED CHURCHES, MONTREAT, NORTH
CAROLINA

thousand members of the Presbyterian Church in the United States in the January issue of the *Historical Foundation News*, the quarterly of the Historical Foundation of the Presbyterian and Reformed Churches, Inc., at Montreat, N. C. Dr. T. H. Spence, director of the Foundation and member of the Society of American Archivists, says of the proposed building:

Beauty is evidenced in the plans drawn by that distinguished designer of libraries, Alfred Morton Githens, as chaste lines and restful angles conspire to create an appeal to the eye through an ornament fitly fashioned for its entrancing setting. The main entrance has been placed on Georgia Terrace in order to eliminate the necessity of climbing steps. Visitors entering the Foundation will find themselves in a spacious central hall which it is proposed to make one of the truly beautiful spots of Presbyterianism. The plans here presented are those of two floors of the building only, but a third level of bookstacks is immediately over the center stack section of the Main floor. The building will have an overall length of ninety-seven feet and an extreme width of seventy feet. The ten thousand square feet of floor space provided is more than five times that of the present quarters in Assembly Inn, and the stack space will accommodate more than twice the number of volumes now in the Foundation.

Rev. Francis X. Murphy, C.S.S.R., for three years chaplain to the Catholic students at the United States Naval Academy in Annapolis, has been appointed archivist of the Eastern province of the Congregation of the Most Holy Redeemer with residence at Mount Saint Alphonsus Seminary, Esopus, New York.

TRAINING OF ARCHIVISTS

Spring semester educational opportunities made available to archivists by American University in Washington, D. C., include a continuation of the graduate course in the "History and Administration of Archives", a course on the "Evolution of Public Administration", both under the direction of Ernst Posner, and a course in the "Treatment of Subject Matter in Record Administration", taught by Helen L. Chatfield, record officer, Bureau of the Budget.

The third summer training course in the "Preservation and Administration of Archives" for custodians of public, institutional, and business archives will be offered by American University in Washington, D. C., with the cooperation of the National Archives and the Maryland Hall of Records from July 28 through August 23, 1947. The program will provide lectures on the most important phases of work with archives and manuscripts, demonstrations, group conferences, and practical work in such fields as arrangement and description of archival and manuscript material, repair and preservation, cataloging, and photoduplication. Ernst Posner, professor of history and archives administration, American University; Oliver W. Holmes, program adviser to the archivist of the United States; Morris L. Radoff, archivist, Maryland Hall of Records; and other members of the staffs of the National Archives and the Maryland Hall of Records will serve as instructors. The two cooperating agencies will grant to the students the privileges of interns for the duration of the course. The fee for the entire course, in which veterans may enroll under Public Laws 16 and 346, will

be approximately \$40.00. Detailed information may be obtained by writing to Ernst Posner, School of Social Sciences and Public Affairs, American University, 1901 F Street, N. W.

INTERNATIONAL ORGANIZATIONS

United Nations Educational Scientific and Cultural Organization

The following paragraphs relating to archival matters were selected from the *Report of Program* adopted by the General Conference of the UNESCO in Paris on December 5, 1946:

A. General and Definitions

2. The Sub-Commission emphasizes the fact that UNESCO's libraries, museums and archives activities must principally and most urgently be directed towards tasks of rehabilitation; but requests that problems of a permanent nature be also dealt with immediately.
3. UNESCO's activities in the fields of libraries and museums must be at the service of education, science and culture as a whole. The libraries, museums and archives programme must therefore develop in close collaboration with the other departments of UNESCO's work.
4. The Sub-Commission recognizes that the term "libraries" covers all collections of documents, manuscripts, printed books, photo-copies and other educational materials, etc., and that the term "museums" applies to all collections of other objects, in the widest sense of the word, including natural objects.

B. Collaboration with Specialized International Organizations

1. The Sub-Commission recommends that, in accordance with Article 11 of its constitution, UNESCO should establish formal relations in regard to certain specific and limited matters, with such specialized international organizations as the International Council of Museums, the International Federation of Documentation, the International Federation of Liberty Associations and the International Standards Organization.

D. Rehabilitation of Collections and Protection of Monuments

1. The objective of UNESCO is to operate effectively in all the fields of education, science and culture. A first duty must be to assure the protection of the sites, monuments, documents and objects of the civilized world.
2. UNESCO should therefore assist in the restoration of collections and monuments which have suffered from the war. It should in the main stimulate and coordinate the efforts of governments and organizations, above all on behalf of the nations which at the present time lack adequate resources.
3. UNESCO should first assemble the elements of an inventory of what has been destroyed and of library, museum, archival and related needs, by stimulating surveys and the preparation of reports. It should seek to obtain immediate protection of monuments, etc. still in danger and which require urgent attention. Plans for meeting these needs, including reproduction where necessary, should be formulated for action by governments, private agencies and individuals, or if necessary to UNESCO itself.
4. The Executive Board should be asked to establish a special fund for this purpose, to which governments, foundations and individuals would be invited to contribute.
5. Service for the protection of monuments, sites and collections should take a permanent form, for the dangers which they run do not all derive from war: fires, floods and civil disturbances have all in the past caused great ravages and still do so.

H. Bibliographical Services

5. UNESCO should encourage, through the appropriate international organizations where possible, the adoption of uniform terminology and methods in libraries, museums and archives, with special reference to bibliography, cataloguing, classification, indexes, abstracts, formats, statistics, etc.

I. Professional Education for Libraries, Museums and Archival Workers

1. UNESCO should immediately encourage the exchange of personnel between institutions in different countries. The chief effort should be directed, in association with the organizations of libraries and museographers and archivists to the encouragement and improvement of professional and technical education.

K. Reproduction and Other Techniques

1. UNESCO recognizes the increasing importance of methods of reproduction of documents and of other objects. It should carefully study and promote all library and museum techniques, and should gather and distribute technical information helpful in the development of libraries and museums and archival workers in their specialized techniques.

M. Archives

1. UNESCO should encourage the creation of an international organization of professional archivists. It will deal, in collaboration with the organization, with questions of technique and administration, such as the exchange of personnel, the general accessibility of archives, the establishment and exchange of inventories, the reproduction of documents and the exchange of reproductions.

Proposed International Archives Council

In a recent letter to Edward J. Carter, who is guiding program matters relating to archives and libraries for UNESCO, Solon J. Buck, archivist of the United States and president of the Society of American Archivists, discussed a proposed international organization of archivists, enclosing a copy of the Society's resolution of last October concerning the need for an International Archives Council. Since Dr. Buck and Dr. Carter were in agreement that "the initiative in establishing their organization should be taken by the archivists themselves and that it should be supported by UNESCO," Dr. Buck stated that the National Archives would prepare and send out a letter, with appropriate enclosures, to the leading archivists in each country asking them for their reactions to the idea of an International Council of Archivists and for their suggestions as to the sort of organization it should be. He said that the archivists would be polled in the same letter on a proposal to hold an International Congress of Archivists next fall, either in Europe or America, at which the proposed International Council might be perfected.

Interamerican Congress of Archivists, Librarians and Curators of Museums of the Caribbean Area.

"For internal reasons", the Foreign Ministry of Guatemala "agreed" on October 5, 1946 to postpone the Second Congress of the Interamerican Congress. It is hoped that the plans for holding the Congress can be carried out at a later date.

Pan American Institute of Geography and History

We are indebted to Roscoe R. Hill, American delegate to the Fourth General Assembly of the Pan American Institute of Geography and History, which met at Caracas on August 25 to September 1, 1946, for the following paragraphs:

The Assembly gave particular attention to archivology. A committee of

the Third Section [of which Dr. Hill was the American member] drafted a resolution on archives which was incorporated in the Final Act of the Assembly. Moreover, the newly created Commission on History of the Institute will have as one of its functions the duty to aid in the conservation, arrangement, and use of historic records in the archives of the Americas. To accomplish this task the Commission will organize a Committee on Archives, which will have its seat in Cuba and will be installed by the Directive Council of Archives of that Republic.

The text of the resolution on archives, translated from the Spanish, is as follows:

XXIX. Organization of Archives.

The Fourth General Assembly of the Pan American Institute of Geography and History, *Resolves*

1. To manifest to the American Governments the satisfaction with which the Assembly has noted the construction of adequate and specially equipped buildings for the conservation and administration of documents of historical character;

2. To recommend to the American nations that upon adopting legislative and administrative measures regarding their historical archives, they shall endeavor to guarantee the conservation of the documents, in accordance with modern technology, and to facilitate their use by investigators, by establishing the necessary services for this purpose;

3. That the possibility may be considered in which the Governments may discuss with organizations and persons, having records of historic interest, to the end that they may conserve and organize them according to modern methods, thus facilitating their use by investigators;

4. To recommend to the American Governments that, unless they should have more favorable arrangements, they shall consider the propriety of transferring to their national archive those records of the offices of the various departments of the national government, after such period as appears appropriate, and that they shall declare them to be historic documents and make them available for study and the preparation of historical works;

5. To recommend to the American Governments that they shall establish between the archives of the respective countries a service of interchange of index cards of historical documents relating to the other American countries; and

6. To recommend to the American Governments the sending of missions to the Archives of the other countries for the study, cataloguing and copying of documents, open to the public, relating to the history of the country sending the mission.

FOREIGN NEWS

Chile

Ricardo Donoso, the director of the Archivo Nacional has recently published a 172 page volume entitled *Antecedentes de su fundacion y reseña de la labor realizada desde 1927 a 1945* (Predecessors of and review of work accomplished [by the National Archive of Chile] from 1927 to 1945.) This volume contains a historical resume of the archival development of the country and separate reports on the work accomplished each year since 1927, together with a brief description of the principal collections and a bibliography of publications of and about the Archivo Nacional.

Germany

A recent dispatch to the New York *Times*, dated December 7, reports that the Cologne archives, one of Europe's richest, has now been completely

returned to that city from the French zone of occupation where, until a few weeks ago, they had been stored in castles, manors, and schools. The archives are rich in medieval records of the city's guilds and religious organizations.

Great Britain

The activities of the British Records Association are mirrored in a number of publications recently received at the National Archives in Washington. Among these are the Association's *Proceedings* no. 10, covering the sessions of the 13th annual meeting held in November 1945; the fourteenth *Report of Council, accounts, and list of members* for the year ending 30 September, 1946; a *Report* of the Records Preservation Section for 1945-46; a Technical Section *Bulletin* no. 16 (a reprinting of 7 articles that appeared in *Bulletin* 1-15); a six page pamphlet entitled *British records after the war, being a summary of reports and memoranda prepared for the Council*; and a twenty page manual of style for documentary publications entitled *Notes for the guidance of editors of record publications*. These will be reviewed in THE AMERICAN ARCHIVIST.

An idea of the magnitude of the work accomplished by the Public Record Office during the war years can be obtained by a perusal of the reports of the Deputy Keeper of the Public Records for the years 1939-1945. In 1938 it was decided, in the event of war, to evacuate some of the more important records from Chancery Lane to repositories in the country. Four categories of such records were prepared. Materials on the lower floors of the Public Record Office were to be evacuated first and then materials from the upper floors were to be moved to the lower floors, after certain structural work had been completed to strengthen the building. The documents were packed in containers or bundles not too large to be handled by one man in case of emergency. Packing of the first category began on August 22, 1938. By 1942 a total of 87,859 boxes and bundles were packed and evacuated from London to seven Country Repositories, roughly as follows:

Belvoir Castle	16,790	(500 tons)
Clandon Park	13,677	(300 tons)
Culham College	22,801	(400 tons)
Grittleton House	11,316	(200 tons)
Haddon Hall	8,070	(220 tons)
Market Harborough	5,850	(160 tons)
Shepton Mallet	9,355	(320 tons)

While all of this was going on, the staff was engaged with warden duties, in addition to regular tasks. In the course of the numerous heavy air raids buildings in the immediate vicinity of the office and on every side of it were destroyed. In the early hours of September 19, 1940, the south east turret was demolished, and incendiary bombs fell on the office and gardens on three other occasions, without casualties or damage resulting. The air raid siren sounded 542 times at the Canterbury Branch Repository (for modern records) in the last half of 1940, so it was closed in 1941, the records having been evacuated to the Country.

By the end of August 1945, 300 tons of records which had been moved for greater security from the upper to the lower floors of the Public Record Office had been returned to their regular place, and 35,000 cases and bundles had been brought back to London, chiefly from Culham, Clandon, Grittleton, and Shepton Mallet. Between 1930 and their evacuation in 1940 and 1941, modern departmental records were kept in Canterbury Gaol. At the end of the war, however, this building was being used, so the records are being kept in a deep shelter at Furnival Street. This temporary repository has many advantages, since the lighting and ventilation are very good, the risk of fire is remote and it is within five minutes walk from the main building.

India

The twenty-third session of the Indian Historical Records Commission was held at Indore December 20-22, 1946. Among the items on the agenda were resolutions pertaining to the following matters: (1) the need for the establishment of a system of unified control of the provincial and local records; (2) the need for organizing a Records Commission in each of the Provinces; (3) the need for the establishment of a Central Records Office in the United Provinces; (4) the need for closer cooperation between Indian archival institutions and similar institutions in foreign countries; (5) the desirability of opening records in the custody of the Imperial Record Department up to the year 1901 instead of the present date, 1880; (6) the need for laws preventing unwarranted destruction or exporting of records and historical manuscripts.

Word has been received from Dr. S. N. Sen, director of the Imperial Record Department, that the first issue of the new professional journal of Indian archivists, *Indian Archives*, for October-December 1946, is about to be issued. Among the articles to be included in this number are "The Records of the Survey of India" by Col. Phillimore; "Dating of Documents" by Julius Grant; "A Study of Palm-Leaf Manuscripts" by S. Chakravorti (now interned at the National Archives in the United States); a note on European archives during the war; a detailed note on the French records destroyed between 1940-45; and notes on the Public Record Office in England, the British Museum, the National Archives in the United States, and on records repositories and manuscript libraries in India. The issue will also contain a rather detailed review of the 10th *Annual Report* of the archivist of the United States.

The Madras Record Office evacuated a large percentage of its records during the war, leaving considerable floor space unoccupied. Other governmental agencies moved in and, now that the war is over, it has been impossible to return the records to their proper home because of the shortage of office space in Madras. Some 320 officers of the government are still housed in the building. It was necessary to have several archives messengers travel back and forth by train each day between the city of Madras and the depositories in order that records may be accessible to government and searchers. Of a total of 17,822 requisitions submitted to the Record Office during 1945-46, 40,222 records were furnished and 37,112 records were refiled after

use. One of the complaints of the director of the Record Office is that there has been no chiffon for mending damaged documents.

Italy

A report of the present status of Italian archives, libraries, historical societies, etc., has been prepared by V. Vitale, of Genoa, with the support of the Research Committee of the University of Wisconsin. This report (24 pp. mimeographed) may be secured from Robert L. Reynolds, Department of History, University of Wisconsin, Madison 6, Wisconsin.

Mexico

In a recent number of the *Boletín del Archivo General de la Nación* there appears the regulations of the General Archive of the Mexican nation. With the signatures of the President and the Secretary of State and Government, they bear a very authoritative character. The regulations are described under five chapters. They are based in part on the general laws of national property, and the wide interpretation of the concept of national patrimony is revealed in a number of provisions. Thus the states must send to the National Archive copies of their most important legal documents. The Secretary of Public Education is to transmit copies of published works as a part of the literary property of the nation. The Director of the Archive is given authority over and instructed to cooperate with customs officials in the control of exports of documentary materials.

The regulations specify five branches in which the Archive is organized. They describe the major classifications and qualifications of its personnel, and itemize the duties and powers of its Director. The jurisdiction of each branch of the Archive is not left to the Director to decide but is set forth in considerable detail in this presidential regulation. Emphasis is placed upon the publication of a bulletin and a chapter is devoted to the Consultative Commission of the Archive. Established as a body representing all institutions having an interest in the Archive the Commission was to be an advisory agency for its efficient administration. In the chapter on service to the public the trend of the times is revealed in the regulations concerning the provision for certified copies of documents, and concerning the supplying of photographic copies.¹

Saskatchewan

An attractive pamphlet of 37 pages has recently been issued under the title *Saskatchewan Archives: First Report of the Saskatchewan Archives, 1945-1946*. J. H. Sturdy is chairman of the Saskatchewan Archives Board and George W. Simpson is secretary of the Board and Provincial archivist. The report, which includes a general discussion of the place of archives and archivists in modern society, a history of the public archives in Saskatchewan, a discussion of public archives administration in Saskatchewan, 1945-46, a list of accessions, and the text of the Archives Act of 1945, will be reviewed

¹ Submitted by Almon R. Wright, The National Archives.

in a future issue of *THE AMERICAN ARCHIVIST*. For the sake of the record, however, we are reprinting the text of the Archives Act as approved March 30, 1945. It is Chapter 113 of the laws of the Province:

1. This Act may be cited as *The Archives Act, 1945*.
2. In this Act the expression:
 - (1) "Department" means a department of the Government of Saskatchewan and includes the office of any commission, board, bureau or other branch of the public service of Saskatchewan;
 - (2) "Public document" includes certificates under the Great Seal of the province, legal documents, securities issued by the province under any *Saskatchewan Loans Act*, vouchers, cheques and accounting records and all other documents created in the administration of the public affairs of Saskatchewan.
3. All public documents shall be preserved by the department to whose business they belong until their transfer to the Archives or the Legislative Library or their destruction is ordered by the Lieutenant Governor in Council pursuant to this Act.
4. (1) The University of Saskatchewan shall be the custodian of all public documents transferred to the archives pursuant to this Act.
 (2) Public documents transferred to the archives shall remain the property of the Crown.
5. (1) There shall be an office at the University of Saskatchewan, to be known as the Archives of Saskatchewan, for the safekeeping, classification, indexing and calendaring of all public documents transferred thereto.
 (2) There shall be an officer in charge of the archives, to be known as the Provincial Archivist, who shall be appointed by the Board of Governors of the university. Such appointment shall be subject to the approval of the Saskatchewan Archives Board.
 (3) The Public Service Commission may appoint clerical assistants to the Provincial Archivist, and the persons so appointed shall work under the direction of the archivist.
6. (1) There shall be a board, to be known as the Saskatchewan Archives Board, which shall have general supervision of the Archives of Saskatchewan and of all historic sites held by the University in trust for his Majesty pursuant to *The University Act*.
 (2) The board shall consist of five members as follows:
 - (a) two members to be appointed by the Lieutenant Governor in Council;
 - (b) two members to be appointed by the Board of Governors of the University of Saskatchewan;
 - (c) the Legislative Librarian.
- (3) Of the original members to be appointed under clause (a) or (b) of subsection (2) one shall be appointed to hold office for two years and the other to hold office for one year from the date on which the appointments take effect, and the Lieutenant Governor in Council and the Board of Governors shall, annually after the first appointment, appoint a member to hold office for two years. Members shall hold office until their successors are appointed.
- (4) The board shall appoint a chairman and vice chairman, and the Provincial Archivist shall act as secretary to the board.
- (5) Where a vacancy occurs the Lieutenant Governor in Council or the Board of Governors, as the case may require, shall appoint a person to fill the vacancy for the unexpired term.
- (6) The members of the board shall serve without remuneration but shall be paid their travelling expenses in transacting the business of the board.
7. The Provincial Archivist and the Legislative Librarian shall be jointly responsible for the selection of non-current public documents of historical interest for transfer to the archives or to the Legislative Library for safe custody.
8. (1) No public document shall be destroyed except on the recommendation of the Provincial Archivist and the Legislative Librarian.

- (2) Subject to subsection (1), the Lieutenant Governor in Council may, on the recommendation of the President of the Council, order that any public document, or any class or series of documents, be transferred to the archives or the Legislative Library by the department having the documents in charge, or be destroyed at any time after the expiration of ten years from the dates at which they were respectively created.
9. The Provincial Archivist may acquire by gift, devise, or in any other manner, and place in the archives printed documents, manuscripts, records, private papers and any other material, to whomsoever belonging, having a bearing on the history of Saskatchewan.
 10. Any municipality or school district in Saskatchewan may with the consent of the Provincial Archivist deposit any of its non-current records or other documents with him for preservation in the archives.
 11. A copy or photographic reproduction of any document in the archives, certified under the hand of the Provincial Archivist to be a true copy, shall be prima facie evidence of the authenticity and correctness of such copy or reproduction, without proof of the appointment or signature of the archivist.
 12. There shall be paid annually to the University of Saskatchewan, for the maintenance of the Archives of Saskatchewan, such sums as may be appropriated by the Legislature for the purpose.
 13. *The Preservation of Public Documents Act* is repealed.

COLORADO

The Denver and Rio Grande Western Railroad prepared an exhibit for the Swarthmore College Library, February 1-15, on the preservation of record material. This exhibit included photographs of old railroad records stored on shelves, of records being filmed by the office of the DR and G's supervisor of records, Dorothy K. Taylor, and of the storage of filmed records. Explanatory material showing the savings resulting from the filming of records accompanied the photographs.

The Denver and Rio Grande Railroad is cooperating with the Colorado State Historical Society and other local organizations in making arrangements for the 1947 annual meeting of the Society of American Archivists in Denver next fall. Their slogan is:

COLORADO IS WAITING FOR YOU IN SEPTEMBER 1947.

The two letter press books which contain copies of the official correspondence of Samuel H. Ebert while he was governor of Colorado, 1873-74, were acquired recently by the State Historical Society.

HAWAII

The following account of the activities of the Hawaii War Records Depository was printed in the University of Hawaii *Bulletin* for December 1946, p. 27-28:

Under the general supervision of the Faculty Committee on War Records, the staff, which has grown from one person to four full-time Civil Service employees and four part-time student assistants, has amassed a considerable collection of valuable source materials. These are arranged in four main divisions: (1) newspaper files, (2) photographs, (3) microfilm copies of records not available for deposit in the originals, and (4) manuscript, printed, and processed records which can be arranged in vertical files. A specially designed classification system and index for the latter category, plus separate indexes for

the others, make it possible readily to locate materials in the collection, and inquiries can be promptly serviced.

During the past two years the Depository has, by use of the microfilm Recordak apparatus owned by the University, copied some thousands of pages of manuscript and other records which would have been available for future research in no other way.

Tentative arrangements were made in 1945 for deposit of the Office of Civilian Defense records, but it has since been judged that sufficient storage space will not be available, and that these records should be preserved in the Public Archives.

Since June 1, 1945, Mrs. Kathryn Stidham, Archivist, has edited a monthly news letter which describes the collecting activities of the staff, and lists some of the more interesting and important of the hundreds of documentary items which have been received for preservation. Those secured during the last year range from maps and snapshots of localities bombed in Honolulu on December 7, 1941, through personal accounts of the wartime experiences of Hawaii residents who served in the armed forces, to data from official military sources, files of records from territorial and federal government agencies, and materials from the numerous Hawaiian business, education, religious, and social organizations. . . . In February of this year the Board of Regents approved a plan submitted by this Committee for publication, under University auspices, of (1) a memorial volume, (2) a short popularly written general account of Hawaii's war history, and (3) a series of scholarly monographs on important aspects of the war history of the Islands.

ILLINOIS

Three hundred and twenty-two drawers of the charred remnants of the World War I Soldiers' Bonus records have been transferred to the Illinois State Archives. The Adjutant General will use a microfilm copy on 147 one hundred foot rolls for office use. The originals will be laminated for permanent preservation. The partial destruction of these records in the State Arsenal fire of 1934 gave the final impetus to the drive for the State Archives Building. Present plans call for the transfer to the Archives of all records of the State Military and Naval Department prior to 1940 and of the insurance microfilm copies to be made of World War II Bonus records.

A recent survey of the records situation in Illinois reveals that probably less than ten percent of the State's permanent records not in too current use to permit transfer, remain in repositories outside the Archives Building. Included in this ten percent are the military records referred to above. Three departments keep permanent records of such recent date in their departmental vaults that they have to assign clerks to the Archives Building to service their calls. Several other departments, notably the Secretary of State's office, have transferred very active records to the Archives proper, feeling that the security afforded by archival custody outweighs the inconvenience of having to consult the records in the building.

After nine years of building occupancy it is estimated that seventy-one percent of the filing capacity of the departmental vault space and approximately forty percent of the archival vault space is now occupied. The proportion of occupancy has been held down by strict enforcement of regulations excluding all but permanent records and by careful weeding of files by the departments themselves. The percentage of vacancy in the departmental vaults will be markedly decreased, however, as soon as equipment can be purchased to house records already authorized to be transferred.

MARYLAND

As a result of the last general elections there have been two changes in the membership of the Hall of Records Commission. Herbert R. O'Connor, who has been governor of Maryland since 1939, resigned to become the junior United States Senator from Maryland, and J. Millard Tawes, who has served two terms as Comptroller of the Treasury, has retired from that office. The new members of the Commission are W. Preston Lane, Governor, and James J. Lacy, Comptroller. A third change has occurred due to the resignation of Stringfellow Barr as president of the St. John's College; his successor has not yet been named.

There has been sent to the printer a small volume entitled *First to Fourth Annual Reports of the Archivist of the Hall of Records, 1935-1939*. This report will give a short account of the events leading to the establishment of the Hall of Records, a description of the building, and a summary of the accomplishments of the staff during the years preceding the first published report. The *Eleventh Annual Report of the Archivist* is now available upon request.

Among the important recent acquisitions are the Land Records of Queen Anne's County, 1706-1788, and the papers of Governor O'Connor. Following the usual procedure of removing the files of outgoing chief executives, negotiations were begun last autumn with the governor. After he had removed from the files those items considered personal, the transfer was begun immediately and was completed in the course of several weeks.

MICHIGAN

The Michigan Historical Collections of the University of Michigan has recently received from Mrs. Alfred H. Lloyd of Ann Arbor papers relating to her husband's distinguished career as philosopher, teacher, and administrator. Dr. Alfred H. Lloyd joined the faculty of the Philosophy Department of the University of Michigan in 1891; he acted as administrator of the Department, 1894-96. An appointment as secretary of graduate studies, when these were still a department of the Literary College, followed. In 1915 he became the second dean of the Graduate School and served in that capacity until his death in 1927. In 1925, in the interim between the presidency of Marion L. Burton and Clarence C. Little, he was acting president of the University of Michigan.

In addition to the comprehensive Lloyd manuscript materials, the Michigan Historical Collections reports the accession of other valuable papers of prominent Michigan personalities. Among these records are: correspondence and personal papers of Woodbridge N. Ferris, governor of Michigan, 1913-17; manuscript speeches of Justice Howard Wiest, distinguished Michigan Supreme Court Judge, of Lansing; personal papers of Dr. Sara Craig Buckley, member of the University medical class of 1884, relating to her professional achievements in the Orient and in America, and to her work in support of the establishment of the Michigan Women's League on the University campus; letters, 1910-1922, to Byron Hinsdale, from James B. Angell, Royal

S. Copeland, Woodbridge N. Ferris, Warren G. Harding, Ethel Fountain Hussey, Francis W. Kelsey, and Harry Burns Hutchins.

MISSISSIPPI

The Department of Archives and History is now working out a plan with the State Building Commission to restore the Old Capitol for use as a State Museum and quarters for part of the Department. The Old Capitol is used as a state office building, but will be vacated when a proposed new state office building is erected. The State Building Commission plans to spend between \$100,000 and \$150,000 in restoring the building.

The Department of Archives and History is now assisting in the formation of historical societies in Warren and Jackson counties for the preservation of old courthouses as depositories for county historical records.

Charles F. Heartman and William D. McCain recently discovered and acquired a copy, previously unknown, of *A Journal of the Legislative Council; at the Third Session of the Third General Assembly of the Mississippi Territory* (Natchez, 1806), have edited it, and have it in the process of being reprinted.

MISSOURI

A group known as the St. Louis Historical Documents Foundation has recently been incorporated for the purpose of publishing documents pertaining to the history of Spanish activity in the St. Louis region. Joseph Desloge, St. Louis capitalist, has agreed to finance through the Foundation the publication of documents collected from the archives of the Spanish government by Prof. Abraham P. Nasatir of California State College at San Diego. Officers of the Foundation are Charles E. Peterson, National Park Service, president; Prof. John McDermott, Washington University, secretary; and Rev. John F. Bannon, St. Louis University, treasurer. Trustees of the organization are William C. Fordyce, Jr., legal adviser, Arthur C. Hoskins, and Hart Vance, Jr.

The Western Historical Manuscripts Collection of the University of Missouri recently acquired the senatorial and vice-presidential papers of Harry S Truman from 1934 to 1945, and the papers of George N. Peek of Moline, Illinois, dealing with national defense in World War I, farm relief, Agricultural Adjustment Administration, and the Export-Import Bank.

NEW YORK

Solon J. Buck, Luther H. Evans, and Miss Margaret C. Norton have accepted an invitation of the commissioner of education, Mr. Spaulding, to serve as a committee of specialists to review proposals and to make recommendations concerning the functions of a state records office, its relations to the New York State Library, to the divisions of the State Education Department, and to the departments of state government and local developmental units, and concerning the facilities that will be needed. The committee will work sometime after January 1 and expects to make its report before April 1.

NORTH CAROLINA

The State Department of Archives and History, as a first step toward the anticipated publication of a multi-volume *Roster of North Carolinians in World War I*, has contracted with Remington-Rand for the photostating of some 90,000 cards preserved in the office of the North Carolina Adjutant General. These cards, of three different sizes so that interfiling is now impossible, contain condensed service records of citizens of the state serving in the various armed forces during that war. The photostating was finished during January, all of the records being reduced to the standard 3" x 5" size so that interfiling is made simple. The contract calls for a refile of the duplicate cards, now arranged by services, by county and by race and color in a confusing number of series, to form one straight alphabetical index which will furnish copy for the proposed roster. The matter of funds for publication still awaits favorable action by the assembly.

OHIO

The Ohio State Archaeological and Historical Society recently acquired seven letter books of William Henry Smith, a journalist who served as secretary of state of Ohio (1864-66) and who later served as editor of the Cincinnati *Evening Chronicle* and as collector of the Port of Chicago. In 1870 he took charge of the Western Associated Press and 12 years later became general manager of the consolidated Western and New York Associated Press. The volumes contain 2,170 letters dating from 1867-1892, and treat largely of state and national politics, civil service reform, conservation, and the discovery and preservation of historical materials.

Included among recent accessions to the Hayes Papers in the Hayes Memorial Library, Fremont, Ohio, are the following: eighteen original letters and notes written by Rutherford B. Hayes. His correspondents include: Israel Ward Andrews, Marietta, O.; Robert Clarke & Co., Cincinnati, O.; W. P. Cutter, Constitution, O.; E. C. Dawes, Cincinnati, O.; L. R. Hamersly & Co.; George E. Howe; L. P. Hubbard, New York; H. C. Noble; Clarence Ottarsen; James Scott, Lebanon, O.; Albion W. Tourgee; George W. Willard; and R. C. Winthrop. Twelve letters written by John Sherman were also acquired recently. These letters were written to Israel W. Andrews, E. C. Dawes, R. R. Dawes, W. P. Cutter, I. McDowell and I. I. Walpole.

VIRGINIA

On December 25 the Richmond *New Leader* carried the following story of interest to readers of the *American Archivist*:

A long-held desire to bring certain documents of early Colonial Virginia to the printed page and to enlighten obscure angles of the State's founding will be realized by Dr. Wilmer L. Hall when he resigns January 1 as State librarian to take up the newly created State Director of Publications position.

The unco-ordinated and often neglected hunt through British archives for early Colonial government papers now will have a central focus in Dr. Hall. Despite his resignation as librarian because of poor health, he already is mapping the vast compiling and editing job at hand.

One phase of the new job as seen by Dr. Hall requires a continuing search in Britain for further copies of the executive journals of the Council of Virginia. . . . The librarian estimates the job of finding, compiling and editing the various volumes will take at least "two or more lifetimes", but he faces his task with zest.

WISCONSIN

In referring editorially to the 1947/49 budget now before the state legislator, the director of the Society, Dr. Clifford L. Lord, noted that the Society was "asking \$5,000 for an expert survey of the State archives situation, in which we have not only an interest but a direct responsibility." This statement was amplified in Dr. Lord's talk given at the annual banquet of the Society last August 23, in which he said:

One of our prime interests is the preservation of important historical records. . . . Yet what are we doing to further the protection and preservation of those highly significant historical records, the archives of the State—and for that matter, of the counties and municipalities? Let us admit at the outset, that we now have no *legal* responsibility in the matter. As the law stands, the departments of the State government *may* (the law is permissive, not mandatory) deposit their non-current records with us. They do not *have* to do so, and if they did, we at present would be sorely embarrassed, for we have no place to put them. But is that any excuse permanently to disinterest ourselves in the problem? Can we dodge the moral responsibility imposed by our interest in the preservation of such records? I think we all will grant that in reality it becomes doubly our responsibility, first because of the value of the records and the legitimacy of our interest in them, and secondly, because if we do not take an active interest in the matter, no one else may be expected to do so.

I would like to see our Society, with the cordial cooperation which I am sure the State departments would offer, ask for a professional survey of the State archives looking toward the formulation of a definite program for their permanent housing and proper care and servicing. Mr. Quaife in 1914 asked for the erection of an archives building such as some of the other states now boast. The need for such a building has grown no less in the thirty-two years and two wars which have intervened.

The Society has recently acquired two large boxes of papers of Francis E. McGovern, governor of Wisconsin, 1911-1915, and a leader in the affairs of the state for a quarter of a century. Other acquisitions include a log book of the U. S. battleship *North Carolina*, 1837-39, while on a cruise to Callao, Peru, and return. The Wisconsin Congregational Conference has presented to the Society a register, 1842-1929, and record book of councils, 1860-1927, of the Milwaukee District Convention, and record books, 1897-1938, of the Kaukauna Congregational Mission Society and 1909-38, of the Kaukauna Ladies Aid Society. The conference has also presented the minutes of meetings, 1851-1916, and the register, 1851-1921, of the Winnebago District Convention and a record book, 1896-1930, of the Saxeville Congregational Church.

PERSONAL NOTES

Charles Paape, who assisted Dr. Theodore C. Pease for several years in the editing of the *American Archivist*, is now teaching history at Carnegie Institute of Technology. Harold Larson, former employee of the National Archives and wartime historian of the Transportation Corps, War Depart-

ment, has been, since late October of 1946, serving as chief historian of the Army of Occupation, Korea, with headquarters in Seoul. His task involves the supervision of a unit of some 20 employees who are assembling record material and writing the history of the occupation. Harlow Lindley, who retired recently from his position as director of the Ohio State Archaeological and Historical Society, has been persuaded by his alma mater, Earlham College, to accept a position as director of research and library consultant. A. S. Osborn, famous handwriting expert in the Lindbergh case and author of *Questioned Documents*, a volume of interest to archivists, died on December 14 at the age of 88. Edith M. Fox has succeeded Whitney Cross as curator of the Collection of Regional History at Cornell University. Ora Williams, curator of the Iowa State Department of Archives and History, has retired after eight years of service. Emory H. English, assistant curator, is in charge until the Board of Trustees names Mr. William's successor. Louis Clark Jones has been appointed director of the New York Historical Association, Cooperstown, to succeed Clifford Lord, now director of the Wisconsin State Historical Society. Mr. Jones, who is editor of the *Folklore Quarterly*, is at present doing research in the Virgin Islands, and cannot take up his duties until June. Miss Janet MacFarlane will continue to serve as acting director until that time. Willard E. Ireland, archivist and librarian of the Province of British Columbia was guest speaker at the annual meeting of the Oregon Historical Society on October 26 and at the annual meeting of the Association of Patrons and Friends of the University of Oregon Library on November 2. William D. McCain, archivist of Mississippi, was recently appointed a member of the board of trustees of the Colonial Research Foundation, Inc., Mobile, Alabama. Robert K. Richardson, of Beloit College, has been elected president of the Wisconsin State Historical Society for the next three years. He succeeds Sen. William A. Titus, who will continue to serve the Society on the Executive Committee and as chairman of the Historical Sites Committee. George C. Reeves and Miss Joy Parker, formerly of the National Archives staff, have joined the group at the Allied Forces Microfilming and Records Depot in Rome. This unit, which recently moved from Caserta to Rome, is undertaking the microfilming of the records of the Allied Commission for Italy. Lieut. Kenneth Munden, also a former member of the staff of the National Archives, is closely connected with the administration of the work being done on Allied Commission records. Helen L. Chatfield, record officer of the Bureau of the Budget, has been appointed adjunct professor of public administration at American University in Washington. Miss Frances Harmon joined the staff of the North Carolina State Department of Archives and History in December, replacing Mrs. Thad N. Frye, resigned. Waldo G. Leland, director of the American Council of Learned Societies, became director emeritus on October 1, 1946. Richard H. Shyrock, of the University of Pennsylvania was appointed acting director to serve until the annual meeting of the Council on January 31. Dr. Leland will serve as an advisor to the Council in the field of international intellectual relations. Dr. James Francis Kenney of the Public Archives of Canada, one of the

founding members of the Society of American Archivists died on June 5, 1946.

The institute of Early American History has arranged for a committee to investigate the authenticity of the Horn papers, the text of which was published in a three volume work entitled *The Horn Papers: Early Westward Movement on the Monongahela and Upper Ohio, 1765-1795*. Solon J. Buck, archivist of the United States is chairman of the Committee, the Institute will be represented by Douglass Adair and Lester J. Cappon, while other members are Julian Boyd, Franklin F. Holbrook, Historical Society of Pennsylvania, William B. Marye, Maryland Historical Society; Charles F. Jenkins Historical Society of Pennsylvania; Francis L. Berkeley, Virginia Historical Society; and Lawrence Gipson, Pennsylvania Historical Association. The Committee's report is to be published in the *William and Mary Quarterly* and in pamphlet form.

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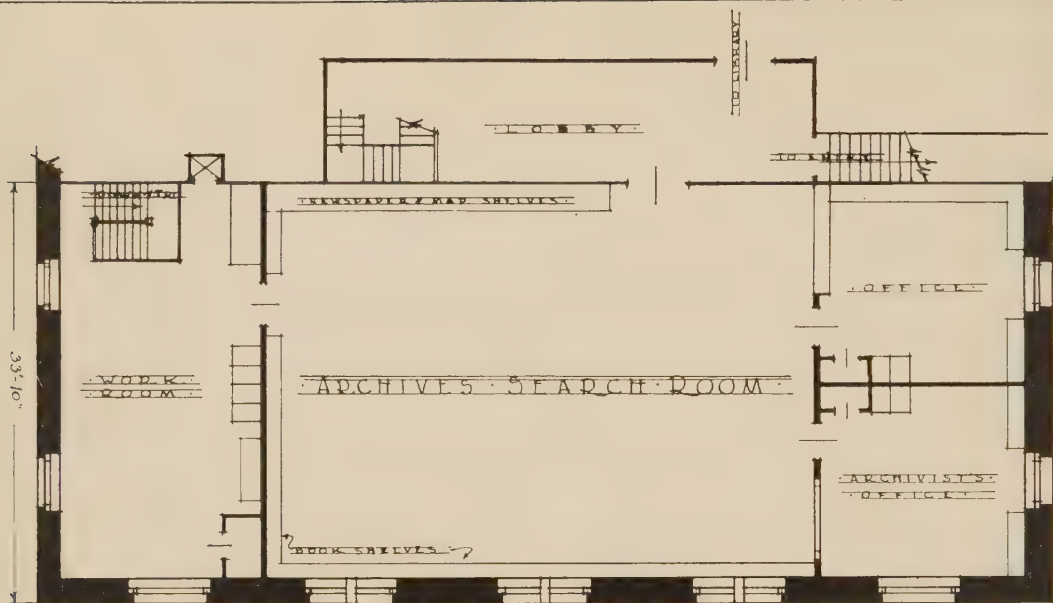
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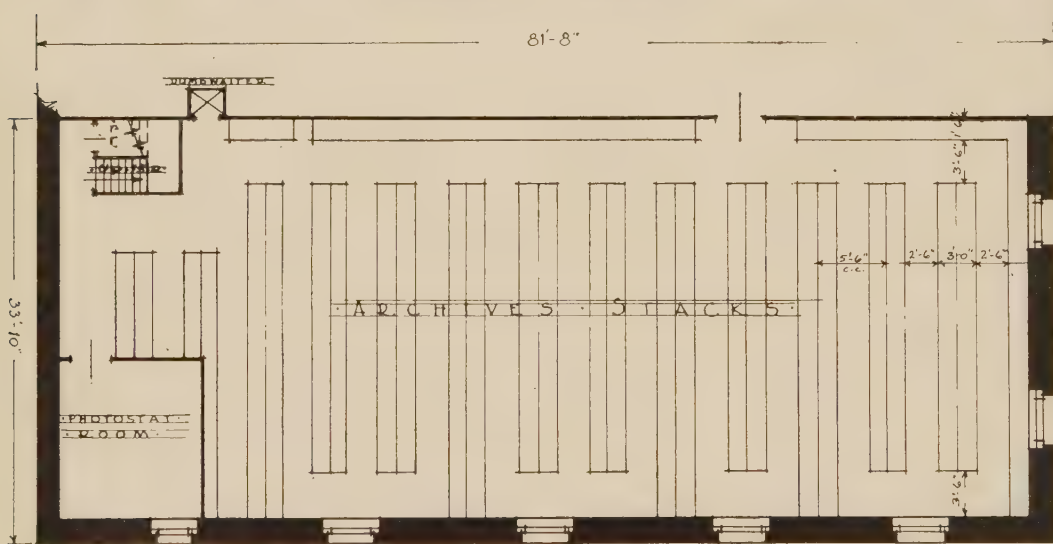
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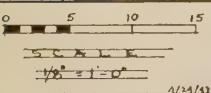
ARCHIVES BUILDING
FOR THE
ARCHDIOCESE
OF NEW YORK



UPPER LEVEL



BASEMENT LEVEL



ARCHIVES FOR THE ARCHDIOCESE
OF NEW YORK.

DRAWN BY
V. GONDOS, JR.
FROM PLANS
LEGERS & HIGGINS
ARCHITECTS

4/24/51

Letter Sent to Archivists of Foreign Countries Concerning the Organization of an International Archives Council

The National Archives

Washington, D.C.

My dear colleague:

The time has come, I feel strongly, when our profession should take steps to establish a permanent international archives organization. I am presuming to take the initiative by sending to you and to leading archivists in other countries this letter in which I invite your views, suggestions, and advice so that there may be assembled a body of information and opinion that will be useful in determining what kind of organization is desirable and what shall be the steps taken to bring it into being.

If there were in existence at present any international body that could properly take direct responsibility for promoting these objectives, I should be happy to work through it. The matter was laid before the United Nations Educational, Scientific, and Cultural Organization, and that body at its first General Conference at Paris in December 1946 included the following paragraph in its approved program (mimeographed "Report of Program Commission Adopted by the General Conference," p. 26):

UNESCO should encourage the creation of an international organisation of professional archivists. It will deal, in collaboration with the organisation, with questions of technique and administration, such as the exchange of personnel, the general accessibility of archives, the establishment and exchange of inventories, the reproduction of documents and the exchange of reproductions.

¹ This letter is being sent by Dr. Solon J. Buck, Archivist of the United States and President of the Society of American Archivists, to about 120 prominent archivists in other countries. It is expected that an analysis of the replies will be presented at the Denver meeting of the Society of American Archivists.

UNESCO has thus recognized the importance of the subject and offered its encouragement. What concrete form this encouragement may take I cannot say at this moment when UNESCO itself is still in the process of organization. I think we can count on the sympathetic interest of officials of that organization, and perhaps, somewhat later, on help of a financial nature, but we must make a start ourselves.

I am inclined to think, furthermore, that it is important that archivists themselves take the initiative in the formation of an international body representative of their interests, so that that body will be an independent organization free to develop its own program and to work for the implementation of that program through UNESCO or through any other appropriate governmental or nongovernmental channels, as it may deem advisable. We will want to cooperate with other organizations without there being any danger of being dominated by them.

The Society of American Archivists, of which I have the honor to be the President, is much interested in this subject, and at its last annual meeting in Washington, in October 1946, it adopted the following pertinent resolution:

WHEREAS, It is desirable that archivists of all countries as quickly as possible reestablish their professional contacts, cooperate in the solution of urgent postwar problems of their profession, exchange experiences, ideas, methods and techniques, and work together more closely for the effective preservation, administration, and utilization of the archival heritage of mankind; and

Whereas, A representative international council is needed to provide a forum where these subjects can be presented and discussed, to provide the machinery through which approved programs and activities can be promoted and implemented, and to provide an organization that can cooperate officially with other organizations, national and international; therefore be it

Resolved, That the Society of American Archivists urges the creation of such an international archives council, and that it authorizes its President to take such steps on behalf of the Society, and in cooperation with other interested agencies and organizations, as may appear to him to be necessary or desirable to bring about the establishment of such an organization.

At the National Archives in Washington we have also given these questions much thought, and I take the liberty of enclosing with this letter copies of two documents that indicate the direction of our thinking and provide something of a framework for the consideration of these proposals. I hope you can find time to read them. They are entitled:

1. The Archivist's "One World."
2. A Proposed Archives Program for the United Nations Educational, Scientific, and Cultural Organization.

The "Recommendations" made at the close of the latter document should be ignored. These were obviously premature.

There is attached as Annex I of this letter a suggested draft statement of the "general purposes" of an international archives organization. This I hope you will freely criticize and revise as you may deem desirable. It is my belief that some such general statement should be agreed upon early, if possible, in order that all might know what purposes we expect such an organization to serve. This statement should be quite distinct from any statement of program, which is something that may vary from time to time and something that the organization itself should be left free to develop later.

Annex II presents a suggested basis for membership in the organization and representation at the meetings and is intended merely to present this important problem somewhat concretely and to draw forth specific observations. I hope you will comment on it freely.

Annex III presents the other questions that I hope you will be good enough to answer. I have not provided any blank forms because I want you to feel free to answer the questions at any length. It will be helpful if you will number your answers to correspond with the question numbers. If that is done, the questions themselves need not be repeated.

The answers to these questions will be helpful in indicating (1) the interest that exists and the cooperation and support that may be expected, (2) the nature of the organization that archivists want to see established, and (3) the next steps to be taken. I am sure that if we are to look for any outside financial assistance, it will be forthcoming only because leading archivists the world over express strong interest and convictions about these matters.

I hope you will find it possible to give this letter prompt attention and that your reply will reach me soon. This letter is sent by air mail, and it will be appreciated if your reply can be transmitted in the same manner.

Sincerely yours,
(Signed) SOLON J. BUCK
Archivist of the United States

enclosures

ANNEX NO. I

SUGGESTED STATEMENT OF "GENERAL PURPOSES"

1. To establish, maintain, and strengthen relations among archivists of all lands, and among all archives establishments, administrations, and associations, public or private, wheresoever located.

2. To advance all phases of the professional administration and

utilization of archives by providing a forum for the exchange of views, experiences, methods, and techniques.

3. To organize, promote, and coordinate desirable international activities, programs, and projects in the field of archives administration.

4. To cooperate with other organizations in programs that will advance the documentation of human experience and the use of that documentation for the benefit of mankind.

ANNEX NO. II

SUGGESTED BASIS OF MEMBERSHIP AND REPRESENTATION

1. Individuals who are professional archivists of accepted standing may become members upon payment of the established annual dues, which will entitle them to attend and participate in all meetings, to receive all publications, and to hold office, but they will have no vote at an international meeting except as delegates officially accredited to that meeting. Individuals distinguished for eminent service in the profession may also be elected at international meetings to honorary membership, in which case they would be exempt from payment of dues. A maximum number who might be elected at any one meeting should be established.

2. Archival agencies, institutions, establishments, and administrations, whether governmental, ecclesiastical, semi-public, or private, may be admitted as institutional members upon payment of the established annual dues (to be somewhat higher than for individuals) and will be entitled to receive all publications and to send one delegate each, officially accredited, to each international meeting.

3. Associations and organizations of archivists established on a national or international (regional) basis may become associational members upon payment of the established annual dues, and will be entitled to receive all publications and to send two delegates, officially accredited, to each international meeting.

(The establishment of standards for membership in the several classes, and the passing upon applicants would, of course, be vested by the Constitution in the proper bodies or officials of the organization.)

ANNEX NO. III

GENERAL QUESTIONS

1. Do you believe an international archives organization should be established?
2. Are you in favor of immediate steps being taken to establish such an organization?

3. What should be the basis of membership and representation? Should it be an organization of individuals? of institutions (archives establishments, agencies, and administrations)? or associations of archivists? or some combination? (See Annex II for one suggestion.)
4. Should it be associated in any formal way with national governments? with existing international organizations?
5. What should be the nature of its governing body?
6. Should it try to have a permanent headquarters and a permanent secretariat?
7. What would be an appropriate name for the organization? ("International Archives Council" has been suggested.)
8. Have you any suggestions for programs and activities in addition to those mentioned under "Present Day Needs" (Section III) in the document entitled "A Proposed Archives Program for the United Nations Educational, Scientific, and Cultural Organization"?
9. Provided suitable arrangements can be made, would you favor the holding of an International Archives Congress, a major purpose of which would be the adoption of a constitution and the formal establishment of a permanent international archives organization?
10. Should such a Congress be held in the Eastern Hemisphere or in the Western Hemisphere? What particular place or country would you suggest?
11. Have you any suggestions for financing such a Congress? Should the expenses of delegates be paid by the Congress or by the institutions or associations they represent? Should individuals be invited to attend and participate at their own expense?
12. Would you approve the setting up of a Provisional International Committee of Archivists to (1) draft a constitution for the international organization, and (2) arrange for and plan a Congress?
13. How should such a Committee be constituted? on what basis? how many members? by whom chosen?
14. Please name 5 archivists outside your own country whom you would consider suitable members of such a Provisional Committee.
15. Have you any additional suggestions or observations at present?

RECORDS ADMINISTRATION SIXTY YEARS AGO¹

DIVISION OF CORRESPONDENCE, PAYMASTER- GENERAL'S OFFICE

November 23, 1887

Sir: I have the honor to submit the following data and suggestions regarding the old files of this office, covering the period from the commencement of the office records in 1808 to the year 1860, inclusive.

The approximate number of these files is 27,000, embracing nearly 50 per cent of the letters received during that period. It is estimated that less than 5 per cent of these papers are of a purely transient character, i.e., letters of transmittal and of acknowledgement.

During the period covered by these files no record was made of executive or administrative action "indorsed" upon papers, which often became precedents for guidance in subsequent cases.

Further, under the old system, the record of these papers is too imperfect and vague to be relied upon for more than an indication of their contents. Again, much of the recorded correspondence of the office is based on these papers, which are needful for a complete understanding of the matters considered.

These papers possess an historic interest whose value is constantly increasing. The data contained in them is sometimes unique and can not probably be found elsewhere. The statistical information which may be gathered from them may be worth something in the future if not of value now. The item of military history to be found may supplement and complete desired information hereafter, the modern system of indices now being applied to these papers rendering it available.

The value of the space gained by the destruction of these papers bears no comparison with their value as facts susceptible of proof by ocular demonstration, and not to be misinterpreted through the medium of a careless copyist. Their care and preservation is a very small matter with the modern file boxes now in use, and hardly needs be mentioned as worthy of consideration.

These records or files cover the period of all the wars of the nation (except the Revolutionary), and being of a military character their historic value will increase in the same ratio that time decreases the number of living participants in the events they record.

A few years since the Second Comptroller applied for information regarding final payment in the case of Lieut. Henry Middleton, who resigned in July 1816. His widow claimed payment; the auditing officers of the Government had no record of the case; this office from its files (No. 3335 of 1817) furnished the receipt of the officer for \$540.09, the total amount due, and the widow's claim was ignored.

This single case demonstrates the fact that even old papers have value in Government offices.

Respectfully submitted. M. M. Bartlett, Chief Correspondence Division

THE CHIEF CLERK

(Report No. 507, 50th Congress, 1st Session, The Select Committee of the United States Senate Appointed, etc., . . . "To Inquire Into and Examine the Methods of Business and Work in the Executive Departments, Etc. . . .", War Department Report, P. 242.)

¹ Contributed by Robert B. Bone, Jr.

The Records of International Meetings

By E. WILDER SPAULDING

Acting Chief, Division of Publications, Department of State

BETWEEN 1914 and 1920 one English diplomat alone attended 488 international meetings.¹ If World War I spawned international conferences, congresses, meetings, councils, committees, and commissions in great number, certainly World War II has been far more prolific. Every type of operation concerned with the winning of the war, from the blacklisting of firms collaborating with the enemy to the major military planning of chiefs of staff, and from the occupation of North Africa to the administration of Japan, has produced its inter-allied council or commission. The making of the peace is producing its international meetings in almost every field of human endeavor. Even before Pearl Harbor the State Department's printed list of American delegations to international conferences and American representation on international institutions listed 114 international bodies with which our Government was concerned.

Dr. Carl Lokke wrote in *THE AMERICAN ARCHIVIST* of October 1944 that, judging by the evidence at hand, lack of information on the international organizations of the period of World War I "is fairly universal." Books and articles on the international meetings and councils of that period are based on the most fragmentary sources. This indicates that the sources simply are not available to students of international organization and, similarly, they are by no means readily available to official administrators and diplomats.

One hundred years ago, or even a generation ago, our official relations with other peoples were chiefly bilateral and they were strictly diplomatic in the traditional sense of that term. The regular files of the Department of State were then sufficient to tell almost the entire story of our foreign relations. That is no longer the case. Our foreign relations are increasingly multilateral. And they are increasingly non-diplomatic in that they deal, even officially, with a host of such matters as international dairy meetings, international exchanges of professors and students, relief to foreign peoples in distress, international banks

¹ Sir Maurice Hankey, *Diplomacy by Conference*, Lond. 1946, p. 3.

and funds, labor and the standard of living, dependent peoples, and numerous other economic and cultural and social matters. Except in times of stress and crisis, these apparently non-diplomatic matters may be of far more concern to the mass of humanity than affairs that are traditionally diplomatic in character.

We are therefore coming to realize the importance of record keeping in all fields of international activity and not just in that of the formal politico-diplomatic relations of sovereign states. We are also coming to realize that our Government's multilateral relations with other states are at least as vital as its bilateral relations and we must therefore concern ourselves more and more with the problems of international and multilateral record keeping. That is one of the reasons why the Archivist of the United States, who is also President of the Society of American Archivists, is so properly concerned with the possibility of furthering cooperation among the archivists of many lands and why he has proposed that UNESCO take an early interest in international archival problems.

When Dr. Lokke wrote his article in *THE AMERICAN ARCHIVIST* on the interallied organizations of the first World War and their records, he was able to find a good deal of information on the central records of the Paris Peace Conference and the Supreme War Council and he was able to mention the records of a few other organizations like the Rhineland High Commission. But he obviously could not even trace the central files of most of the other Allied agencies of the time and he had to conclude that "our fund of information about the records of the interallied bodies of the last war is both inadequate and unsatisfactory." One could very properly revise his statement and say that our fund of information about international bodies of all periods is inadequate and unsatisfactory.

I plan, in this brief paper, only to touch upon some of the phases of international record keeping and suggest a very few of the problems which confront the archivist, the scholar, and the official who for administrative or policy reasons needs to know what has been done at international meetings.

I am not primarily concerned, of course, with the brief formal reports which customarily, but not consistently enough, follow international meetings. But it should be noted that even these are essential. Some meetings and conferences leave behind them only a mass of somewhat unrelated working papers. The governments which participate should insist that the secretariat prepare a final report that is far more than a final act, that the report be formally filed with the basic records, and that it be made available through publication to interested persons in every land. And participating governments should also produce and

publish their own delegation's report just as fully and as promptly as possible. This is often difficult. Returning delegations very naturally feel that their major task has been accomplished and they are much more anxious to get home and start implementing the decisions of the conference than they are to sit down at the humdrum task of writing out its accomplishments. Our American delegation report on the Chapultepec Conference, for instance, did not appear in print for over a year. Furthermore, these formal reports should be published in adequate numbers through well-known channels so that you and I can easily learn of their availability and obtain copies if we want to. It would obviously be helpful if all reports of this kind which come out of the Inter-American system could be made available, promptly and consistently, through the Pan American Union.

There is one other consideration which is important but about which the archivist can do but little. Records that are never kept will never serve posterity. The international meeting that is recorded only at the lower level is inadequately recorded. As far as I know Colonel House himself was the only American to carry away from the Paris Peace Conference of 1919 a record of the reasons for the top-level decisions on the Sudetenland boundary—a fact that was very troublesome for the Department of State many years afterward at the time of Munich when it was important to know what position our delegation had taken in 1919 on that important subject. Over twenty years later a President of the United States expressed the opinion that the Big Three at Paris should never have kept any minutes of their meetings on the ground that men will not speak frankly if their remarks are recorded. I understand that that great American followed his own convictions to the extent of keeping no minutes of his conferences at the White House. Other participants will, however, inevitably keep notes on such meetings and we can only hope that our own high officials will do the same. Certainly the records of conversations with foreign Ambassadors which Secretary Hull dictated so conscientiously formed a very important part of the history of the days before Pearl Harbor.

The arbitration of the claims of one nation against another has a long and honorable history and arbitration records are not less important because they are generally bilateral in this era of multilateral negotiation. In fact it is because arbitrations take a unique form that the keeping of their records presents some interesting problems. Each of the national agents representing their governments before the tribunal or commission will of course keep his own files which will revert to his government after the award has been made. But final custody of the records of the commission or tribunal, umpire or arbitrator, is not always so simple or logical.

The records of the arbitral tribunals are often deposited in places where they are difficult of access by one or both parties to the arbitration. In the famous Alabama Claims Arbitration, for instance, the records of the Geneva Tribunal were apparently turned over to the council of state at Geneva. As I understand it the central files of the very important Tacna-Arica Arbitration were kept in only one copy and those files have remained, not in either of the countries immediately concerned, but in the United States because the President of the United States served as arbitrator. In the case of the Mixed Claims Commission, United States and Germany, of Black Tom explosion fame, there is likewise only one original commission record and that is reposing in Washington because the commission sat in that city. No agreement was ever made with the German Government as to its ultimate disposal. And since it is the joint property of two governments, one of which is now non-existent, the single government now having physical custody can only respect its integrity and keep it safely—which presents some troublesome problems when private interests occasionally try to recover papers which they presented to the commission as evidence. The moral is clear: any international body, and especially a temporary one, should decide, before it begins work, exactly what disposition is to be made of its records.

There is another solution to this particular problem. In the matter of the pending United States-Netherlands Arbitration under the Convention of March 18, 1938 no arbitrator will be selected unless the parties fail to agree among themselves. Each national agent, however, files his pleadings with the other agent. Thus each agency will possess a basic file and there will be no central file to divide at the end of the arbitration. Similarly in the Trail Smelter Arbitration, United States and Canada, joint secretaries were appointed and each maintained a complete set of original records. The same procedure, with minor variations, was followed in the case of the Panamanian Claims Arbitration and the General Claims Commission, United States and Mexico.

It has been suggested that the records of arbitral commissions set up under the provisions of inter-American conventions may very properly be filed with the Pan American Union. Since the complete elimination of central record groups for such commissions will occasionally have some drawbacks, this solution may be a happy one. Governments will probably insist, however, that records relating to the claims of nationals be kept from the gaze of pettifoggers and those governments may therefore be reluctant at times to turn them over to any international archives.

Here in the Western Hemisphere the Pan American Union has

become a record center of great importance. Theoretically it serves as the secretariat of the whole inter-American system.

Under the projected Organic Pact of the Inter-American System as recently submitted by the Governing Board of the Pan American Union to the governments of the American Republics the Union's position as the permanent secretariat of the whole system would be greatly strengthened. But in the meanwhile international record keeping in the Americas is bewildering in its inconsistencies and its limitations.

The Pan American Union has the records of all of the major International Conferences of American States, from 1889 on, irrespective of the country in which they were held. It very naturally maintains the records of inter-American organizations, like the Inter-American Economic and Financial Advisory Committee and the Inter-American Commission of Women, which have their headquarters at the Union. It has custody of the central files of a number of inter-American meetings even though they did not take place at the Pan American Union. For instance, the records of the Inter-American Maritime Conference of 1940 and of the First Inter-American Travel Congress which met in San Francisco in 1939 are kept in the PAU's Travel Division with subsequent papers of the same kind. And the Union has some special groups of papers like the records of the Guatemalan-Honduran Arbitral Tribunal which met in Washington under the chairmanship of Charles Evans Hughes.

On the other hand there is a mass of inter-American archival material which the Pan American Union does not have in its vaults. And some of it is of major importance. Mexico, for instance, retains the central files of the Inter-American Conference on Problems of Peace and War which met at Chapultepec in 1945. Mexico was the host government, and lacking other arrangements for the disposition of the records of international meetings it is customary for the governments which act as hosts to those meetings to retain the records. Yet, if there is advantage in centralizing records of the regular periodic conferences of American States in the Pan American Union, the records of such important gatherings as the Chapultepec Conference and the Buenos Aires Conference of 1936 should probably go there also. Of almost equal importance are the files of the meetings of American Foreign Ministers yet, as I understand it, those files remain in Rio, Panama, and Habana where they met.

Similarly the records of the nine meetings of the Pan American Scientific Congress, from 1908 to 1943, are scattered about in almost as many national capitals. The Pan American Highway Organizations has its offices in Buenos Aires yet the records of its meetings are kept

by the various governments which have played host to those meetings. The Pan American Institute of History and Geography has headquarters in Mexico City yet, as far as I know, the records of its recent meetings at Caracas are still at the latter city. On the other hand the records of the Inter-American Juridical Committee at Rio and the Inter-American Telecommunications Office at Habana are maintained at those cities.

It is too apparent, then, that the records of these numerous inter-American meetings and organizations are scattered about the Western Hemisphere in such a way as to make the majority of them all but inaccessible to officials and students alike. And, more serious, it is almost impossible to learn of their whereabouts without inquiring of the Pan American Union. There are virtually no comprehensive guides to these archives. The few checklists, footnotes and guides which I have found are generally unsatisfactory in that, if they mention the record groups at all, they usually fail to describe the records with any degree of accuracy or even to distinguish between the records of the meeting or organization itself and those of the national delegations which attended it. There is much bibliographical work to be done in this field. It is to be hoped that more and more of the gaps will be filled by the Pan American Union.

Record practices in the field of international conferences and organizations are fairly well defined. They are, however, often so informal and without plan that they add to the confusion of the total picture. Almost no foreign offices, other than our own Department of State, have divisions expressly and solely charged with international conference affairs which can work for consistency in the organization and disposal of conference records. The foreign offices of some small governments may be very poorly equipped to give safe permanent custody to records and they may have no modern devices for duplicating and servicing them. Certain types of organizations, especially among the scientific unions, illustrate the informal side of record keeping by simply turning over their records between meetings to their ranking officers. And the records of many conferences and meetings remain with the host governments by default or because there is no other logical central depository for them or because the conference itself has neglected to provide for their permanent custody. The State Department, for instance, which still has the records of the Bretton Woods Conference which proposed the International Bank and Fund, and will find it difficult to dispose of them equitably because two organizations grew out of Bretton Woods and there is only one set of records.

When the Bank and Fund were later the subject of the Savannah

Conference of March 1946, two sets of records were kept so that the Bank and Fund could each receive one.

A host government may very properly retain the records of an international meeting if that meeting has no relationship to a permanent organization with a well established and well housed headquarters. Or the host government may retain records only until a permanent organization, proposed by the conference which met in that particular country, is established. For instance, an international whaling conference was only recently held in the State Department. The Department will keep the records of the conference until a permanent whaling commission is set up as proposed by the conference. After the Hot Springs Conference, which gave birth to the Food and Agriculture Organization, the State Department kept the Hot Springs records until the interim commission was well set up with an adequate staff when they were transferred together with much of the processed documentation which the conference secretariat had accumulated. In such cases of the transfer of records to the resultant organization the State Department may retain some of the accounts and fiscal papers and it may also keep the credentials of the delegates if they were addressed to the Secretary of State, giving photostats or certified copies to the new organization. The State Department is particularly eager to rid itself of records of conferences and meetings when they have not been made public and when the paternal conferences have not had the foresight to outline any procedure for their declassification. Certainly international conferences should not only decide as to the disposal of their records but they should also decide who may use them and under what conditions. The records of the Big Three at the Paris Conference of 1919 remained secret for 27 years because no provision was made for their release.

In discussing record keeping in the inter-American system I mentioned the scattering of the files of related conferences and congresses which meet in various countries. That situation is of course broader than the hemisphere. For example, our National Archives has the records of the Third World Power Conference which met in Washington in 1936 but I have no idea where the archives of the other World Power Conferences are to be found. The Council of Foreign Ministers has met recently in London, Paris and New York. It has a formal secretariat with a secretary general provided by the host government of the moment and a deputy secretary general who has served in that capacity or as secretary general at all of the meetings. The Council of Foreign Ministers is undoubtedly building a record group of first rate importance. Where will it eventually be deposited? Certainly it should not be divided among the host governments and no one host government is entitled to the whole.

And the Council of Foreign Ministers is only one of hundreds of all-important international councils, meetings, conferences and commissions which have grown out of World War II and its aftermath. Whether we think of the Far Eastern Commission or the Yalta Conference or the Allied Control Council for Germany or the Paris Peace Conference of 1946, we are impressed with the magnitude of the records problem. Those meetings were, and are, of tremendous importance. Their decisions must be known to those who must carry them out. Some of their records will have to be kept confidential for years, but, even so, they should be available to the diplomats and other officials who are concerned with the new world settlement. And they must be zealously guarded for posterity.

Certainly the call of the President of the Society of American Archivists for far more collaboration among the archivists of the world should be heeded. His suggestion that we think of all the archives of all the nations and all international agencies as constituting "the archives of mankind" is a happy one. And certainly we must look to the United Nations itself to become a keeper of records on a very large scale. Just as the Pan American Union should be entrusted with more and more responsibility for international record keeping in the Americas, so the United Nations should play the part of the world's record keeper. The records of its own birth, from the San Francisco Conference and from the Preparatory Commission of the United Nations at London, are in its newly established archive. The great UN machine is already creating a vast body of records for the organization's vaults. It is to be hoped, however, that the participants in many international meetings in all quarters of the world, even though those meetings have no organic relationship whatsoever with UN, will be able and willing to use UN as the depository for their most precious papers. And it is to be hoped that the archivist of UN will be generously and effectively equipped with all that is necessary for servicing those records to the people of all nations.

The Role of Records in Administration¹

By FRITZ MORSTEIN MARX

*Bureau of the Budget
Executive Office of the President*

I

IN ANY organization governed by the principle of responsibility, both planning and action must be a matter of record. This is axiomatic. Unless there is a way of reconstructing the genesis of past deliberations and determinations, responsibility may exist in name but is not insured in fact. Resort to memory and its unconscious distortions would not be a reliable method of producing a picture of what actually took place. Recollection may falter, or one man's memory may contradict another's. Only by preservation of a satisfactory record of the events and considerations that led up to a given decision can those sharing in it be made to answer for their actions. A complete record is the most objective reporter, and hence the most effective means of exacting responsibility. This is also attested by the fact that the simplest maneuver to escape responsibility has always been the manipulation or even destruction of the record.

To put it differently, one of the essentials of responsible administration is transparency of the administrative process in terms of both what is going on today and what has gone on before. In the realm of government, the requirement of transparency relates to political as well as managerial needs. Let us first examine the political aspect.

Perhaps the most characteristic feature of democracy is its insistence that public business be conducted along the lines of public preference and under the eyes of the public. The implications of this principle are manifest in every part of the machinery of representative government—unimpeded public debate of political issues; presentation to the voter of alternative proposals advanced by different parties; free elections held periodically; supremacy of lawmaking vested in popular assemblies; and accountability of the executive branch. Each part, indispensable in forming the whole, serves as a guaranty that the people's

¹ Paper presented at the annual meeting of the Society of American Archivists, Friday, October 25, 1946.

common affairs remain its own in a real sense. As a corollary, all phases in the pursuit of public purposes must be illuminated by public knowledge of means and ends.

This is particularly true in securing accountability of the executive branch. In the first place, in order to obtain accountability it is necessary to devise proper channels of legislative inquiry. Some such channels are provided in the hearings of appropriation committees, special investigations undertaken by the lawmaking branch, and additional reporting obligations imposed upon various governmental agencies. Few would contend that these traditional channels are wholly adequate, considering the chief executive's broad responsibility for the program and the operations of the administrative organization as a whole. But it is obvious that without at least a minimum of reasonably well-understood procedures for drawing specific information from governmental officials, the legislature would be unable to hold them accountable for the exercise of their authority.

Equally important is a second factor—the basis of the information they are called upon to furnish. It would amount to a defeat of legislative inquiry should they be free to make up their stories as they saw fit. If they could not be pinned down to incontrovertible facts, their explanations would be of little value. Thus the state of administrative records is of vast significance to the efficacy of democratic control.

Transparency of the administrative process is also a managerial necessity. Management, public or private, is hamstrung in the discharge of its executive functions when it lacks the data that supply the foundation for intelligent judgments. The firmness of its hold on all elements of the organization depends primarily on its knowledge of what is going on within the total structure of cooperative effort. This is in part a matter of internal communication, in part a matter of accuracy in reporting. As the foundation of informed executive direction, the record system is an integral factor in competent management.

Beyond knowing what is going on, where weaknesses show up in the scheme of operations, and where in the administrative approach new problems emerge that invite special attention, management is also called upon to chart the course of institutional policy, to determine program priorities, and to infuse a unity of purpose into the whole organization. This brings in focus the creative aspect of responsibility—active and imaginative pursuit of the public interest. Policy planning and program development employ today a variety of specialized staff services, from research and statistics to budgeting and scheduling. In order to succeed in its tasks, each such service, and the executive it serves, must have ready access to all of the resources of the organization. There are few problems in the area of policy and program that

can be disposed of without reference to related studies and investigations undertaken earlier. Policy and precedent records, and pertinent bodies of working papers as well, play a vital role in achieving coherence and comprehensiveness of administrative planning.

While the appreciation of sound record management in the political and administrative context is not as common as it ought to be, the considerations here summarized are anything but novel. More than a generation ago, the Taft Commission on Economy and Efficiency prefaced a technical memorandum on the handling of correspondence with some observations on basic needs to be met. The commission identified the need for "certainty" in getting at pertinent record material; the need for "obtaining all the papers relating to a particular subject"—that is, completeness of the record; the need for "rapidity" of access; and such secondary needs as that for adequacy of cross referencing.² In broader sweep, concern with the subject recurs in a celebrated British report published in 1918, that of the Machinery of Government Committee under the chairmanship of Viscount Haldane. The committee, whose membership included the late Beatrice Webb, proposed that the administrative body make better provision for "the organized acquisition of facts and information, and for the systematic application of thought, as preliminary to the settlement of policy and its subsequent administration."³

Specifically, the committee pointed out that a department head "must have at his disposal, and under his control, an organization sufficient to provide him with a general survey of existing knowledge on any subject within his sphere, with tables of statistics and comments upon such tables which will keep in touch with the progress of any work that can be expressed in this form, and with reports upon questions affecting the department's work which require scientific knowledge in their preparation. What is needed in these cases is a competent, swift, and self-contained inquiry for the purpose of enabling a particular Minister to deal with a specific administrative problem."⁴ These remarks not only indicate the place of documentation in the administrative process, but also outline some of the main functions of a fully developed record reference service.

So much for the relation between record administration on the one hand and democratic control and resourceful management on the other. There is still another angle which, though obvious, deserves at least

² President's Commission on Economy and Efficiency, *Memorandum of Conclusions . . . in the Matter of Handling and Filing Correspondence*, Circular No. 21 (Washington, 1912), p. 8.

³ Ministry of Reconstruction, *Report of the Machinery of Government Committee*, (London, 1918), p. 6.

⁴ *Ibid.*, pp. 32-33.

passing mention. An organization whose records are in bad condition, throws a heavy burden of inconvenience on the public it attempts to serve. This is true of any kind of enterprise, whether public or private—a bank, an insurance company, or a government agency.

As one illustration, the letters-to-the-editor section of the *Economist* the other day carried a complaint, apparently not free from bias, in which an aroused personnel chief of a commercial firm in England sharply censured the central department in charge of the employment exchanges. He felt that employers would not look with much confidence on the exchanges “until the Ministry’s Dickensian record systems and office organizations are changed to something more in keeping with the present age.”⁵ In the day of the service state, with government administering a large volume of business for the direct benefit of the ordinary citizen, this line of thought is fraught with implications for public management.

II

Once it is understood to what an extent the transparency of the administrative process is the result of documentation and its use, it is easy to see how consequential the effects of unsatisfactory records can be. The chief defects can perhaps be brought under four headings. The first is paucity of record material. The second is its disorganization. The third is its excessive abundance. And the fourth is a peculiar combination of all three of these—more widespread than it ought to be.

Paucity of record may be traceable to different causes. One such cause is deeply rooted in the kind of amateur administration that flourished in bygone days, exemplified by the local overseer of the poor under the old prescription whose accounts were “in his head.” The growth of larger-scale operating processes, even in the county and township, has carried with it a considerable degree of formalization and specificity in the development of records. Yet the remnants of earlier habits are still with us, especially in the often haphazard documentation of transactions that do not fall into established routines or procedures.

As a consequence, while the record pattern for the great mass of recurring operations, in the main of passing interest, leaves little untold, almost the opposite may be true of the documentation of staff work and policy planning. Here the story too frequently reduces itself to an accumulation of such memoranda as were exchanged between individual participants. These memoranda in many instances are only the bricks and straws that go into the making of the finished product. Just what went on at informal conferences on different levels of

⁵ *Economist*, Vol. 151, No. 5383 (Oct. 26, 1946), p. 663.

authority may not get written up, and signed or initialed "memory aids" may either be unknown or not be entered in the files. Thus the gaps may withhold more information than is contained in the papers on hand.

Another contributing factor is the reluctance of policy-determining officials, especially political appointees who come and go, to allow all of the evidence of their own activity to become part of their agency's record system. Many of them show great fondness for "personal files," and do not hesitate to take these along upon their departure from office. It is, of course, quite natural for such officials to devote some of their time to political business of a personal nature, which may have little or no bearing on their administrative responsibility. But the segregation of subject matter generally tends to reflect a rather broad view of what is personal, and in the more extreme cases can lead to a disruption of the agency's policy documentation. Moreover, the example set by the top command is likely to encourage imitation by other members of the hierarchy, with corresponding spread of the ill effects.

Paucity of record sharply restricts the institutional memory of the agency, putting the agency in the course of the years in the same intolerable situation in which a witness finds himself when time and again he "can't remember." Disorganization of record material produces similar results, with the additional embarrassment of a lingering realization that the evidence of prior thought or action is somewhere in the files but cannot be brought together on short notice. In the past, such disorganization was usually the consequence of neglect. The striking rise of record management in our day has done much to change the picture, but as yet the change is far from being complete.

Despite impressive improvements in the systematic treatment of the principal bodies of records, exempted areas are by no means unknown. Aside from record material arbitrarily designated as personal, there are also groups of files that remain attached to particular ranking officers because these files meet their individual needs. The same exempted status is sometimes claimed successfully for the working papers that accrue in the activity of various departmental committees, or in that of advisory boards occupying a comparatively independent position. When important record collections remain outside the jurisdiction of those in charge of the agency's files, a degree of disorganization inevitably ensues.

No less serious is the disorganization that goes back to lack of care or forethought in building up emerging records at the point of their origin. Inadequacies left uncorrected at the initial stage are generally beyond repair, save for time-consuming and costly review and re-arrangement at a later time. Attention to record development at the

source is plainly a responsibility of management. One may suspect that the accelerated expansion of American public administration during the twentieth century, together with the marked shift of gravity toward line operations, has something to do with the belated awakening of managerial interest in record-making and record-keeping.

Disorganized files are as informative as the incoherent remarks of a man out of his mind. Excessive abundance of record material has the effect of three people talking at the same time. "Big democracy"⁶—like big business—is a mass producer of records. The volume of continuous accumulation is imposing. The annual rate has been estimated to run to one million cubic feet for the federal government alone.⁷ It can hardly occasion surprise that record officers have become increasingly preoccupied with disposal procedures.⁸

To be sure, mere quantity of files is in itself never a defect of a record system, provided that control facilities measure up to the magnitude of the problem. As a matter of fact, however, the magnitude of the problem for some time has outrun the scope of the control machinery. This in turn has necessarily affected the quality of record work, not the least by diverting effort from making more serviceable the less massive but more important file groups that relate to policy planning and staff studies. When the pressure of accumulating records continues to overtax the available facilities for their organization, an agency may eventually reach the point of giving up trying to find its way through the mountain of paper.

Each of the three defects—paucity, disorganization, and excessive abundance—may show up simultaneously in one and the same record system, though in different areas. Whether appearing singly or in combination, these inadequacies usually impress themselves upon the working methods of the entire organization. At worst, it will be widely taken for granted that "you can't get the thing you are looking for," and that it is best "just to forget about it." This is the philosophy of administration on the spur of the moment. Its path is marked by bungling and confusion.

III

Although by now a specialization of recognized standing, record management cannot cease to exert itself in the elaboration and refinement of its working methods. Much room is left for the application of an experimental approach to problems new and old. This holds particular promise in two directions: the fuller development of record refer-

⁶ The phrase is Paul H. Appleby's; see his *Big Democracy* (New York, 1945).

⁷ Cf. William J. Wilson, "Analysis of Government Records: An Emerging Profession," *Library Quarterly*, Vol. 16 (1946), p. 1.

⁸ This emphasis runs through much of the paper cited in note 7.

ence, and the definition, in reasonably precise terms, of simple standards to guide staff and operating officials, including first-line supervisors at the base of the administrative structure, in making their contribution to the process of documentation. Both tasks are likely to dominate the agenda of progress during the next decade.

It is no longer necessary to argue the case for record reference as a function implicit in record administration. In the business of policy planning, there is continuing need for reconsidering the basis of an agency's general marching orders; for reviewing the way these marching orders were arrived at; and for evolving desirable adjustments in the route of advance in full awareness of the thinking that went into preceding decisions. No administrator, in the exercise of his executive responsibilities, can afford to keep himself aloof from the sequence of steps that brought him to the point from which he looks into the future. On countless occasions, he and his assistants must go back to the rationale that underlies existing policy. This rationale finds clearest expression in the records of the agency.

The staff divisions working in support of directive authority share the administrator's interest. In the conduct of their assignments, large or small, they are frequently compelled to return to previous study projects in order to draw upon data or findings. It should also be borne in mind that the range of record reference is not confined to the highest level of the hierarchy. Line officials and staff teams at lower levels of the organization depend on the same kind of reference service.

This is not the place to outline in any degree of detail the potentialities of such reference work. Suffice it to emphasize one point. Record reference, in order to do a complete job, must be geared into policy planning or staff studies at an early stage. The job calls for more than furnishing promptly such files as are specifically called for. It must include identification of record material of possible significance in connection with the request received. This entails knowledge of the character of the problem under examination.

Little attention has been given thus far to aiding staff and line personnel in extending proper care to records in the production stage. This, too, is a subject that warrants thorough analysis. It is clear that great obstacles arise in the subsequent utilization of record material when the initial construction of files is left to personal ingenuity and preference. Moreover, questions of broader importance every so often emerge in the course of recurrent transactions which in themselves are of no enduring interest. Systematic treatment of documentation must begin at the point where the record accrues. There is room for much improvement by providing specific guidance to those who put papers together as an incidental aspect of their work.

Viewed in the framework of modern management, record administration is not a technical service that can be permitted to withdraw into its own specialization. Documentation and its use shade everywhere into staff activities and line operations. Record officers must therefore seek to ally themselves with each of the main phases of the administrative process. They must develop a partnership with other specialized services, especially organization and methods work. Such matters as communication facilities, procedure analysis, report control, and form design are closely related to record management. Cooperation in these areas will have beneficial effects for all concerned. Perhaps record officers should display more initiative than they hitherto have in evolving productive relationships with those staff units that devote themselves to raising the general level of management. This is one way of promoting a better appreciation throughout the organization of what record administration can contribute to good management.

To sum up, in order to be truly responsible, administration must be adequately informed, above all about itself. Effective management requires coherence of administrative planning and executive control. Both in turn depend in large part on a sound system of records, logically organized, stripped of useless paper, and readily accessible throughout the organization.

Coherence in administration can be achieved only when there is sufficiently frequent resort to the record of operations and the reasoning underneath those decisions that govern policy. Record officers are called upon to furnish a reference service to line and staff officials comparable to that rendered the scholar by the library. Development of such reference service will further raise the sights of record management.

As modern administration is necessarily a complicated process, so record management is a complex and highly technical activity. Yet those in charge of records have an important part in helping the administrator attain the purposes of responsible management. Together with other staff services available to the government executive, record officers can help him to exercise his functions with insight and wisdom. They are the custodians of the evidence of their agency's thought and action.

From Binkley to Bush¹

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IN SO FAR as documentary reproduction was concerned, the decade 1936-1946 might appropriately be termed from Binkley to Bush. In 1936 the late Dr. Robert C. Binkley had just published his challenging article "New Tools for Men of Letters" in the *Yale Review*,² and was engaged in seeing the new edition of the *Manual on Reproducing Research Materials*³ through the press. In 1946, Dr. Vannevar Bush has just published his equally significant article "As We May Think" in the *Atlantic Monthly*,⁴ to have it abridged with speculative illustrations in *Life Magazine*⁵ and later appear in a volume of collected essays entitled *Endless Horizons*.⁶

It would perhaps be difficult in present day academic life to find two men whose fields of specialization were further apart. Dr. Binkley, working in the humanities, was a research scholar, historian and teacher of note, while Dr. Bush, one of the leaders in science at Massachusetts Institute of Technology, subsequently became the Director of the Office of Scientific Research and Development and later of the Carnegie Institution of Washington. He is a scientist of the first rank, an inventor and an administrator. Basically, however, the thinking and achievements of these two men are closely related—so closely in fact as to form almost the textbook illustration of the universality of knowledge.

"New Tools for Men of Letters" was in essence a brief statement of the conclusions formulated by Dr. Binkley as an outgrowth of his work as Chairman of the Joint Committee on Materials for Research. This Committee, sponsored by the Social Science Research Council and the American Council of Learned Societies, was organized to investi-

¹ Paper presented at the 61st annual meeting of the American Historical Association, New York City, December 28, 29 and 30, 1946.

² *Yale Review*, Vol. 24, pp. 519-537, (1945).

³ Binkley, Robert C., *Manual on Reproducing Research Materials*, Edwards Brothers, Ann Arbor, 1936.

⁴ *Atlantic Monthly*, Vol. 176, pp. 101-108, July, 1945.

⁵ Bush, Vannevar, "As We May Think", *Life*, Vol. 19, No. 11, pp. 112 et. seq.

⁶ ——— *Endless Horizons*, Public Affairs Press, Washington, D.C., 1946.

gate advances in technology that might be applicable to the humanities. Its first chairman was Dr. Solon J. Buck, now Archivist of the United States, and Treasurer of the American Historical Association. Dr. Binkley at that time was the Executive Secretary. A *Manual on Methods of Reproducing Research Materials* that was actually a working outline was issued in 1931. Only a small number of copies were printed and it may be noted in passing that bibliographically speaking, this first manual has become one of the extreme rarities. When Dr. Binkley succeeded to the Chairmanship of the Committee, his full energies were devoted to the preparation of a second edition of the *Manual* which was completed and issued in 1936. Its 207 pages represent an intelligent and meticulous survey of scientific methods of arranging, reproducing, and using data with emphasis on scholarly applications. The *Manual* has become classic in the field, Dr. Binkley's summary article, "New Tools for Men of Letters" is a point of departure for constructive thinking.

No better expression of Dr. Binkley's major premise can be found than his initial sentence, "There is taking place in the techniques of record and communication a series of changes more revolutionary in their possible impact upon culture than the invention of printing." The telegraph, the telephone, radio, teletype, television, methods of textual and pictorial reproduction by photography, near-print, textual duplication through the hectograph, the mimeograph, the multigraph, offset printing, and finally the then comparatively unknown technique of microphotography were discussed and evaluated. The comparative novelty of Dr. Binkley's opinions on research in the humanities with emphasis on techniques, that were then and even now are relatively uncommon, has obscured his penetrating analysis of the growing formalization of research in the humanities. While the scientist may spend months or even years in mastering the tools of his trade, in the humanities similar study for like purposes is so uncommon as to become noteworthy. The use of the microscope, the slide rule, the microtome, photomicrography, the mastery of the art of assembling chemical and physical equipment, even the manipulation of the chemical balance and related studies are eagerly embarked upon by the budding scientist. The fledging scholar tends to secure his acquaintanceship with the library, library processes, manuscripts, paleography, syllography, epigraphy, numismatics, and related topics fortuitously or even casually. Only in the field of languages is much attention devoted to conscious preparation. The student scientist or scholar who receives planned instruction in methods of note taking, organization and presentation, is a fortunate member of a microscopic minority.

Dr. Binkley, as a practicing scholar, historian and teacher fully

appreciated the potential value of aids to scholarship that were being overlooked, almost as it were viewed with distaste, from the classic ivory tower. He knew first hand the emphasis placed on production and said "A research scholar must publish or be regarded by his university as a drone." He knew too that the reservoir of recorded information had grown so vast and the means of tapping it were so inadequate that a new approach was essential. Thus he concluded that an investigation of the entire mechanics of historical scholarship from all aspects including the gathering of information, arrangement, use, and finally dissemination was a proper, in fact a necessary, study for scholars in the humanities.

Dr. Vannevar Bush is one of the foremost scientists of the country. It might even be said that he is a scientist of the scientists, with almost a blind spot in the field of the humanities. He too was confronted with the problems of documentation, not precisely in the same sense that Dr. Binkley encountered them, for emphasis in the sciences is always upon the latest and most current advances and contributions. He felt the need for systematization of knowledge in order that it could be tapped instantly and at will. As all scientists are at least in part inventors, Dr. Bush at MIT built experimental machinery designed to accomplish the desired result. He drew upon at least in analogy the vast mechanical brain with its miles of complicated electric wiring, thousands of electronic tubes, and associated devices that can solve in a relatively short time problems that would require the complete energies of a corps of mathematicians for a period of weeks or months. Mechanics, mechanisms, and fringe advances in many fields are a part of the stock in trade of the scientists. Dr. Bush in his article "As We May Think" envisages new ways to extend recorded knowledge through photography, methods of reducing the written record to manageable size and mechanical means of recording, possibly through the use of sound reproductions. He even visualizes a mechanical secretary capable of typing from dictation, and a thinking machine or a method of mechanical calculation that could resolve problems and produce correct answers with almost unheard of efficiency. He has projected a system for data organization to the end that files of information can be searched mechanically with non-objective stimuli, that is to say, a data file would be so arranged that it can be sorted by machine in precisely the same way that the human brain picks up a relevant trail through the association of ideas.

Dr. Bush has gone so far as to suggest actual machines that in laboratory form at least can perform some of these tasks satisfactorily, and has pointed out developments that show promise of being reduced to working actualities. That his motivation comes from, and his work is

directed to, the physical sciences is evident, but it is equally true that Professor Bush's thinking applies in the same degree to the humanities.

There is always a noticeable space between the leaders of a movement and the led, for if there were no followers, however valuable the thoughts, plans, and deeds of the leaders might be, they would be ineffective as if surrounded by a vacuum. Before Binkley and after Bush there have been many significant and in some cases unacademic and unscientific uses of the techniques and some of the methods that these two men developed, applied and enunciated. Individually, many of the developments are commonplace; collectively, they represent a decade of progress.

These ten years have seen scientific aids to learning develop and expand on many fronts. Probably the most spectacular development has been in the field of microphotography. The material implementation of microphotographic techniques has been rapid and effective. Rotary and flatbed cameras capable of fast and economical operation have been produced by several manufacturers. Processing equipment, from primitive hand methods, has been mechanized. Processing machines are now the rule rather than the exception; printers, auxiliary equipment, and finally reading machines are available in several models at various price levels. The reading machine situation, although adequately covered, is still something of a sore point, for the better machines cost about \$450 and as a result are usually found in small numbers in libraries and institutions, not in the hands of the ultimate consumer. Smaller readers, specifically the one perfected by the Committee on Scientific Aids to Learning, were made available to individual scholars at a low figure; several thousand are now in use.

As the machines and the know-how to use them efficiently have been provided, many activities of profound interest to the humanities have been originated and carried through. Possibly the least publicized but in the long run the most effective, has been the establishment of services for copying individual materials to order. Most of the great libraries and archival institutions and many of the smaller ones are now ready to supply facsimile reproductions of their holdings in the form of microfilms at nominal rates. One of the early projects in reproducing a scholarly reservoir of material was that originated by Mr. Eugene G. Power, known as the English Books Project, wherein early English books listed in Pollard and Redgraves' bibliography were reproduced for a number of the larger research libraries. Brown University sponsored an endeavor to mine the resources of the vast Medina Library for the benefit of scholars in all the Americas. Newspaper files in great numbers have been reproduced individually or collectively partly to

preserve the texts that were in danger of progressive disintegration and partly to make files of certain key papers available in many localities. The Library of Congress has taken the lead in the newspaper copying program, and its resources have been immensely enriched thereby. In the field of manuscript reproduction, equally great steps have been taken. The National Archives in Washington originated and carried through a program of great potential significance to present and future historians. The File Microcopy Program is an effort to bring the resources of the National Archives in the form of microfilm facsimilies to the scholar wherever he may be located. Complete series of documents, often amounting to 100 or more volumes, have been reproduced as master negatives with introductory notes. Positive copies are available at cost, for by underwriting the cost of the negative the National Archives has made the purchase of the positives convenient and economical. To date there are 106 completed File Microcopies, amounting in all to 1,842 rolls of microfilm. The subject matter is extremely diverse; census schedules, lighthouse letters, land grant information, diplomatic dispatches, consular papers, territorial papers, Indian Affairs letterbooks, records of the Russian American Fur Company, documents of the Office of Engineers relating to internal improvements, and many others. The complete manuscript holdings of the Naval Records and Library amounting to 1,564 rolls of microfilm are also on file in the National Archives.

Of far greater scope and more universal application within the humanities was the enterprise organized under the direction of Dr. Waldo G. Leland of the American Council of Learned Societies, to reproduce manuscript materials in English depositories that were menaced by contingencies incident to World War II. With a generous grant of funds from the Rockefeller Foundation, a Committee on Microcopying Manuscripts in English Depositories headed by Mr. Keyes D. Metcalf, Director of Libraries of Harvard University, undertook the task. A subcommittee directed by Dr. Herbert A. Kellar provided a monumental want-list in an incredibly short time. A contract was entered into with University Microfilms for the production of the film, and in England, work went forward immediately in libraries, archives, and on occasion in abandoned mines and other isolated repositories whence the originals had been evacuated for safety. To date, between five and six million pages have been reproduced and brought to America. An important and integral part of the plan, the listing and cataloging of the films, is going forward at the University of Michigan. The results will be published by the Modern Language Association. The negatives are being deposited in the Library of Congress and reproductions can be furnished by then in the usual way.

Manuscripts, newspapers, and books therefore are being reproduced in large numbers. There is in fact a union list of microfilms issued by the Philadelphia Bibliographical Center and Union Catalog. The latest publication of this group, Supplement No. 4, 1945,⁷ raises the total of listed entries to 16,386, and an entry may be a single volume or a long series.

While microfilm has received considerable emphasis there have been equally significant contributions along similar but somewhat divergent lines. One of the most interesting examples has been the work of Mr. Albert Boni, of Readex Microprint, who evolved a method of combining microphotography with conventional printing to produce 100 pages of text in reduced facsimile on each side of a 6x9 inch sheet of paper. His initial trial publication included the compendious bibliographies of Sabin, Evans, Harisse, and Church that are complete in a slip case the size of a thin octavo volume. Through the activity of a committee of the American Historical Association headed by Mr. Edgar L. Erickson, Mr. Boni was engaged to reproduce the "British Sessional Papers", about 5,800 volumes in all, amounting to some four million pages. Although seriously handicapped in his work by the war, Mr. Boni has according to last reports made considerable progress in the reproduction of negative matrices and has delivered the first five years to subscribing institutions. A specialized reflex reader, known as the Readex, is used to read the miniature prints.

In 1944, Mr. Fremont Rider, Librarian of Wesleyan University, brought together a most interesting and thought-provoking series of essays in a book entitled "The Scholar and the Future of the Research Library".⁸ After demonstrating that research library holdings tend to double in bulk each 16 years, Mr. Rider projected his statistics into the future, and drew some startling conclusions on space requirements, to say nothing of the accessibility of recorded knowledge. He proposed a solution through the reproduction of entire texts at high reduction on the back of conventional library cards, in the belief that the physical bulk of storage could be reduced to manageable dimensions. The Rider microcard was received with mixed enthusiasm by librarians, scholars and technicians. It is still being studied and a few experimental cards, together with a machine to read them, have been made. Mr. Rider's book is well worth more than a casual glance, for in it will be found much food for thought and considerable cause for alarm.

A further series of developments of equally great potential significance can be loosely grouped together for purposes of discussion under

⁷ *Union List of Microfilm*, Supplement 4 (1945), Philadelphia, 1946, 144 pp. (mimeographed).

⁸ Rider, Fremont, *The Scholar and the Future of the Research Library*, New York City, Hadham Press, 1944.

the term miniature facsimile. This somewhat anomalous term is intended to describe processes of documentary reproduction in reductions not greater than five linear diameters. Dr. Bendikson, at the Huntington Library, some fifteen years ago became interested in so-called economy photostats to bring reproductions within a price bracket compatible with scholarly financial resources. More recently Edwards Brothers, applying the technique of miniature facsimile to publication, brought out the depository set of printed cards issued by the Library of Congress to July 1, 1942. The Library of Congress Catalog of Printed Books, as published in about 160 volumes, contains almost two million standard catalog cards reduced approximately one-third yet readily useable without mechanical aid. Further experimentation in this field resulted in the experimental publication of a standard journal in the same format. There is even now being readied for the market a miniature photocopying machine, whose products will approximate 70x90 mm. paper sheets.

Documentary reproduction technology for scholarship during the period under discussion became technology in warfare, as the utmost energies of the nation were concentrated on survival. Microphotography and other methods were assigned new tasks. New fields and developments were fully exploited. It would require far more time than is available even to list the major uses made of photographic duplication during the war. A few random examples, however, may be of interest. Everyone, whether gladly or no, was exposed to V-Mail. As an expedient, it served its purpose, not ideally perhaps but in the main satisfactorily. As a proving ground for mechanized microphotographic techniques, V-Mail will exert a profound influence in the future. Coupled with V-Mail was the unpublicized but equally important Official Mail Service, and there remain valuable files of official documents on microfilm to be consulted by historians in the future. With the capitulation of the Axis microphotography again was employed to reproduce and bring to the United States seized enemy documentation in huge quantities. Of the myriad aircraft and ship plans, instruction books, parts manuals, and other materials reproduced on microfilm for operational use during the war, little need be said. Of the work of the Office of Censorship, some thirteen million pages of documents on microfilm representing censorship intercepts are stored under Presidential seal in the National Archives in Washington. Private records, business communications, and security documents were microfilmed throughout the war. In espionage, certainly, a laboratory process was exploited by the enemy through the famous microdot, described by Mr. J. Edgar Hoover in a recent issue of the *Reader's Digest*.⁹ Other textual and pictorial materials were produced for instructional purposes using techniques

⁹ Hoover, J. Edgar, "The Enemy's Masterpiece of Espionage" *Reader's Digest*, 48, pp. 1-6.

originally devised for microphotography. The vast files of data of all types, photographs, maps, catalog cards, manuscripts and printed sources required for World War II that in truth was as much a war of papers and photographs as of bullets were assembled, sifted, digested, and used by strategical planning agencies in large part through the use of microfilm and other facsimiles.

There has been a return to pre-war standards and ideas, libraries are restaffing and re-equipping their microfilm facilities. Long dormant projects are being taken off the shelf, dusted and set in working order. With the influx of GI students into the universities, the educational program is becoming more and more demanding. As the student bodies change intellectual complexion from the more or less casual undergraduate of prewar days to the more mature and earnest GI student, more research and better research is necessary in order to maintain instruction at a high level. Business and industry have well laid plans and insofar as microphotography is concerned are developing uses and applications that have little or no connection with scholarly desires and requirements. Equipment is becoming more and more specialized and with increasing specialization, modern theory and practices are moving away from scholarly and academic needs. There is no use blinking at the fact that however vocal scholarship may be, and however large microphotography may loom in the minds of scholars, the real work in terms of quantity is being done elsewhere, in business, in industry and in the government.

Somewhere, scholarship has lost the ball.

There has been much lip service on the part of scholars to microphotography and allied techniques and too little real understanding of them and their proper use. Articles have been written pro and con, projects have been organized and carried through. Real contributions have been made in many quarters, but the integration of scientific aids to learning is only beginning. The scholar of today is confronted and confounded by oceans of documentation. To bring his tiny bark into safe harbor, he must avail himself of every possible aid that the mind of man can devise. These aids themselves are so numerous that to master them is a career in itself. Intelligent guidance and assistance must be provided to the beginning scholar and should be placed at the service of those who are already more mature.

The scholar or the scientist is not nearly so uncomplaining and abstracted as he is frequently pictured. If nothing else, World War II has demonstrated the need for a close link between reality and research. In the humanities, the library is the laboratory. In the sciences, documentary research has come to be fully as important as laboratory

research. Library and documentation policies therefore are of vital interest to both, yet it is surprising to find neither scholars nor scientists in the main devoting any serious attention or efforts to these problems. The rare scholar or scientist who interests himself is, alas, the uncommon exception. In a university, there are faculty or departmental advisory groups, and there are library committees. In the broader field of professional associations, there are committees beyond count or computation. Too often the duties and responsibilities of membership and participation are regarded as purely nominal and if undertaken at all are executed perfunctorily. Can this attitude be a reflection of our system of training scholars and scientists? Is it a part of the fetish of the advanced academic degree as a teaching or research prerequisite? Too frequently a degree becomes an end in itself, little more than a union card for teaching. The seminar system with the preparation of reports and finally a dissertation, if unsupplemented, is often woefully deficient in teaching beginning scholars or scientists how to conduct research. The only practical instruction that many students receive in the matters of note taking, or arrangement, and even of presentation, comes from contact with the official academic sponsor, the professor who engages to supervise the emergence of the butterfly from the cocoon. Usually there is a lag, sometimes of 20 or 30 years, between the student days of the professor when he learned from his professor the basis of his own system. There may be a few required courses in methodology, but often these are cursory and most, to say the least, are uninspiring. At this precise point, the formative period, there should be in every institution a specialized course of instruction required of all graduate students in every discipline. The use of the library and its tools should be stressed. Microreproduction as a tool for research and possibly as a vehicle of publication or communication should be explored. At this time, while the student is developing his own methods of research, he should be brought into contact with all known scientific and library aids to learning. The effort will be rewarded in many diverse fields. Should the student enter business or industry, he will have knowledge that can be widely applied. The same situation will prevail for law, medicine, engineering, or virtually any profession, trade, or occupation. Finally, if the student decides to devote himself to an academic career, he will possess the background for maximum utilization of the resources of our present civilization.

Senate Debate on Public Records

Edited by JOSEPH F. VAUGHAN

The National Archives

OF CONSIDERABLE interest to archivists, historians, and records administration people throughout the country is the recent widespread discussion concerning the "right" of government officials of cabinet or other policy-making rank to remove certain records from their office files on the grounds that such records are their personal papers. This matter was the subject of a debate which took place in the Senate on February 11, 1947. Senators Ferguson of Michigan, Brewster of Maine, and Barkley of Kentucky were among those whose remarks were indicative of legislative interest in drawing the line between public and private papers. Considerable attention was also given to an appraisal of the operation and adequacy of current Federal disposal legislation and to the legal significance of certain public records. Several noteworthy passages, extracted from the *Congressional Record* of February 11, 1947 (Vol. 93, pp. 1017-1022) illustrate the senatorial approach to the problems cited above.

Concerning the never-ending argument as to the definition of "public" vs "private" records Mr. Brewster asked:

MR. BREWSTER. From the Senator's study of the question up to this time is there a clear distinction between public records, and private records which are the property of the individual?

MR. FERGUSON. The line of demarcation between what is a personal record and what is a public record is somewhat blurred; it is not clear cut.

MR. BREWSTER. If any of the records removed were public documents, then was it not clearly a violation of law for any official, however high his position, to remove them? If they were not public records, but simply personal or private records then it would not be the concern of the Government or of any official what was done with them. Does that distinction cover the situation?

MR. FERGUSON. If they were public records there is ample law on the statute books today to take care of the situation.

MR. BARKLEY.

It is one thing to keep personal files of personal matters. I suppose, also, there would be no objection to a highly placed official making copies of certain files in his office for his own use later if he wished to use them to

write a book about matters which transpired while he was in office. But I cannot conceive that any public officer would remove official files. I do not know whether a letter written to the Secretary of the Treasury or the Secretary of Agriculture and a carbon copy of the answer to such letter would always necessarily be regarded as public documents. Probably they would be.

MR. FERGUSON. If the letters related to the public business they would be public documents.

...

MR. BREWSTER. An interesting question may be presented upon which I think it would be helpful to have reaction of the minority leader. Suppose the minority leader had telephoned the Secretary of the Treasury, Mr. Morgenthau, regarding official business pending in the Senate. It is my understanding that records of most such conversations were kept and constitute some of the records included among those taken away by the former Secretary. I ask the Senator from Kentucky whether such telephone records would be considered in any sense as official or public records. It represents an interesting question.

MR. BARKLEY. Yes, it does. There is no law requiring that a conversation over the telephone with an executive officer be taken down.

MR. BREWSTER. No.

MR. BARKLEY. And as a matter of fairness to the Member of the Senate or the Member of the House or anyone else, he ought to know that his conversation is being taken down; but I would be willing to wager my head against the hole in a doughnut that not one out of a thousand conversations so held was ever within the knowledge of anyone outside the executive departments known to be taken down or a record being made of it.

MR. BREWSTER. The Senator from Kentucky means that the Senator at one end of the line was not apprised of the fact that the conversation was being taken down?

MR. BARKLEY. He was not apprised of the fact that his conversation was being taken down. No one but the one at the receiving end of the call knew anything about that.

MR. BREWSTER. I understand the Senator from Kentucky does not approve of that practice?

MR. BARKLEY. I do not. I think it is ——

MR. FERGUSON. Mr. President ——

THE PRESIDENT pro tempore. The Senator from Michigan has the floor.

MR. BARKLEY. If the Senator from Michigan will indulge me a moment further, let me say that if such a practice is to be indulged in, whether the individual at this end of the line is a Senator or a Member of the House or a private citizen, he ought to be notified as soon as the conversation begins that what he is saying is being taken down so that he will know the fact, and he is entitled to a copy of it if he wants it, after the conversation is concluded.

MR. FERGUSON. Mr. President, in reply to that statement, let me say that there is no law on the statute books which provides that public officials must keep records. They can do business out of their hats if they desire. But the law states that after they make records, including records of telephone con-

versations, such records must be preserved as public records, and not be destroyed except in compliance with law.

Senator Ferguson later proceeded to evaluate the existing disposal legislation with specific reference to the inviolability of public records:

MR. FERGUSON.

Public records make up the backbone of history. All men with a deep sense of the historical know this to be so. Men of integrity are diligent in their efforts to see that the public records are as complete as possible, scrupulously safeguarded, and properly preserved where the people may have ready access to them. That is the real significance of public museums, libraries, and Government archives.

We have had a long succession of laws specifically designed to protect and to preserve official papers. The latest of these is the act concerning the disposal of records, approved July 7, 1943, as amended July 6, 1945 (57 Stat. 380-383; 59 Stat. 434). It dovetails with and complements the act to establish a National Archives of the United States Government, approved June 19, 1934 (48 Stat. p. 1122).

As I examine these laws, I am impressed with their complete command of the subject, and it is difficult for me to look beyond them for new legislation to handle any of the cases we have been discussing. What is sorely needed, in my estimation, is the forthright enforcement of the present laws in the public interest. . . .

. . . While the law does not mention the records made by individuals in the course of the public business, it would be a farcical presumption for us to exclude them, since it is obvious that records do not appear by spirit writing, but at the hands of individuals in charge of Government agencies and conducting the public business.

After defining public records, the law then proceeds to charge the National Archives Council and the Archivist with the duty of preparing regulations for the disposal of records and of carrying out procedures for the preservation of records.

The National Archives Council charged with making such regulations was to be composed of the Secretaries of each of the executive departments or their alternates, the chairman of House and Senate Committees on the Library, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Archivist of the United States. I hold in my hand a rather elaborate manual for Federal officials on the subject *How To Dispose of Records*, as promulgated by this Council.

MR. BREWSTER. Under the definition which is contained in that manual, let us consider the case of a Cabinet officer who, following the close of a conference on public business with other Cabinet officers, goes to his office and dictates to a Government employee a record of the conversations carried on and the conclusions reached, whereupon the notes of the dictation are transcribed by the employee on Government time and the transcript is preserved

in the Cabinet officer's public office for his future information. Would that be such a record as is outlined in the manual?

MR. FERGUSON. I have no doubt that that would be such a record as is contemplated by the manual to which I have referred, because it would be one of the records upon which the official acted; it would be a part of the policy formulated by the Government. Although the Government officer is not officially required to make such a record, for, as I said before, he could do his business out of his hat, yet when he does make it it is just like the record of a court or the opinion handed down by a judge in a court. I may say that the acts to which I have referred apply to courts as well as to executive agencies. When a judge dictates an opinion it then becomes a part of the official file, and it should remain so.

Otherwise we could not trace the history of the United States; we could not determine what caused a certain Cabinet officer to act as he did. The official record indicates that he acted, for instance, because his fellow Cabinet officers decided upon a certain path, a certain road, and a certain goal.

If the officer were to remove the record and subsequently were to become a witness as to what the record contained, as we all know in court proceedings the destruction of a record always is presumed to indicate that it would speak the truth if it were available, and that a witness' contradiction of what was stated in the document should not be considered.

Mr. President, let us consider merely the opening lines of the manual to which I have referred. It declares:

Records produced, received, and maintained in the course of operations of agencies of the Federal Government are the property of the Government and can ordinarily be disposed of only after authorization has been obtained from Congress.

The relative weight of certain classes of records when introduced as evidence in a trial or hearing was touched upon in a subsequent exchange between Senators Brewster and Ferguson:

MR. BREWSTER. In connection with the records regarding Secretary Stimson, of which the Senator speaks, and the events transpiring in the month of November before the Pearl Harbor attack, and the discussions with various officials, concerning which inquiry was made of the Secretary of War, from the Senator's experience as a judge and as a member of the committee, how would he evaluate a record made at a particular time by the Cabinet officer regarding the conversations and the conclusion in the conferences, as against the later recollection of the Cabinet officer after a period of 5 years?

MR. FERGUSON. I should be compelled to say, as the law clearly indicates, that the best evidence is the record made at the time.

MR. BREWSTER. That, is it not, is a principle well established in law?

MR. FERGUSON. Yes; it is a principle well established in law.

MR. BREWSTER. If the official in testifying at the later time elected to take the records to refresh his recollection, but refused to permit the tribunal to examine the records, how would that be considered in any court?

MR. FERGUSON. The court would cast great doubt on the testimony, and should so charge the jury, if there were a jury.

MR. BREWSTER. Would not any court necessarily order the production of a document which had been used for purposes of refreshment, and have it presented to the court as an essential document, for cross-examination?

MR. FERGUSON. That is the practice, and the law is that a man cannot give verbally his idea of what is in a record made as of a certain time, because the record itself is the best evidence. We could not apply that rule in the Pearl Harbor hearing because the man who had the record and was testifying was not a plaintiff or a defendant, and it was contended that the disclosure would harm not him but the Government of the United States. That is why the committee had to take what it could get from public officials without recourse to the record itself.

MR. BREWSTER. Is there not a clearly established doctrine in a law referring to what is known as past recollection recorded?

MR. FERGUSON. The Senator is correct.

MR. BREWSTER. As distinct from the use of memoranda for refreshment, if they do not take on a character which would sufficiently authenticate them?

MR. FERGUSON. That is correct.

MR. BREWSTER. The records made by the Secretary daily following conferences would have a higher responsibility or import, would they not?

MR. FERGUSON. Yes; records taken as of given dates are in law considered as speaking the truth.

Aside from the personal and political issues involved, the fact that the Congress is showing a healthy interest in a problem that has often been left for the archivist to solve is worth noting. It is symptomatic of a growing appreciation on the part of the American people that public records are a vital part of the fabric of our national life.

Short Sketch of the Archives of Three Rivers¹

By RAYMOND DOUVILLE

*President of the Three Rivers
Regional Historical Society*

IF WE limit the field of our investigations to the period from 1634—the year of Three Rivers' founding,—until 1700, the archives preserved in the Court House of Three Rivers may be classified under three heads:—

1. Records of Civil Status
2. Court Records
3. Notarial Records

A. Records of Civil Status

Copies of certificates of baptisms, marriages and interments prepared by missionaries and parish priests have been turned over to the office of civil status. The originals are preserved in the parishes concerned. In the Three Rivers court house are preserved copies of Catholicity or of civil status originating before 1700 at Three Rivers, Cap de la Madeleine, Champlain, Batiscan and Sainte-Anne de la Pérade.

These records are very incomplete, not only in the archives of the parishes, but also in the office in Three Rivers. The record of baptisms, marriages and interments for the city of Three Rivers begins in 1634. The original is preserved in the palace of the Bishop of Three Rivers and is considered one of the oldest records of the beginnings of the colony [*of New France*]; some persons, indeed, declare it to be the oldest. Records of civil status for Three Rivers seems to be complete from the year 1654. Before that date some records were certainly kept, but they have been destroyed or lost. Thus Monsieur Henri Désilets, former director of the Law Library of Three Rivers, and the Reverend Archange Godbout, O.F.M., have been able to recover records of more than twenty-five marriages of Trifluviens before 1654, whose names do not appear in the registers. Yet one is convinced that these marriages could have taken place only in Three Rivers.

¹ Translated by Grace Lee Nute, Minnesota Historical Society.

The principal registers of Cap de La Madeleine have been lost. There has been found in Quebec a series of certificates of baptisms, marriages, and interments that occurred in Cap de la Madeleine for the period from 1673 to 1680. A copy of these entries has been filed in the registration office at Three Rivers. The first entries at Cap de la Madeleine seem to have been inscribed in 1660.

Records of civil status at Champlain began at least in 1669, and perhaps in 1665, the year of the founding of the parish. A certificate has been found for 1669. But the records now in existence begin in 1679. Batiscan and Sainte-Anne de la Pérade begin with the year 1681. Before that year the rites were performed by itinerant missionaries. Thus it is impossible to verify exactly the dates of certain interments of settlers and of children between 1666 and 1681.

Records of civil status of the parishes mentioned above have suffered somewhat and some are hard to handle and difficult to decipher. The program planned for the preservation of our archives, and of which more will be said a little later, has concerned itself up until now particularly with the archives of notaries. But it will be necessary that the same work be undertaken for the registers of civil status. Meantime these records have been placed in metal boxes and arranged chronologically. Special attention has been given to the oldest documents to prevent complete deterioration. Let us mention another forward step in this field: for some months the archivist, Monsieur Henri Cinq-Mars, N.P., has been classifying by index cards the certificates of baptisms, marriages, and interments in such a way as to facilitate research and prevent needless handling. This precaution will prolong the life of certain manuscripts now on the way to disintegration.

B. Court Records

The oldest record of court hearings, which is also probably the first, dates from 1653. It contains the decisions handed down by Pierre Boucher, then major-general, for civil and criminal cases, as well as copies of ordinances of Governor de Lauzon relating to the government of Three Rivers. This record is in the handwriting of the notary, Sévérin Ameau, who filled the position of recorder. In passing, mention should be made that it is high time that a specialist in the field transcribe these precious documents while it is still possible to read them. To read some of them will be possible only with chemical aids.

Other collections of ordinances and decisions cover certain periods: 1658-1659; March, 1665 to February, 1667. Complete years are lacking and have not been recovered. On the other hand, the Museum of Quebec has a collection of judicial pieces relating to Three Rivers and

entitled "Prévôté des Trois-Rivières." This collection consists of three groups covering the following periods: June 19, 1655 to May, 1657; August, 1660 to February, 1665; and 1668.

The records of criminal and civil hearings preserved in the court archives are not complete therefore. Certain gaps have been filled by notary records. Thus the records of Notary La Tousche include hearings relating to the famous cases of spirituous liquor trade at Cap de la Madeleine in 1666. Another group includes the depositions of the witnesses and the accused, as well as the text of the decision handed down in this case. These documents are very precious for the study of the habits of thought and customs of that period, particularly the relations between fur traders and Indians. Included in certain depositions of witnesses is a narrative of animated scenes in orgies to which the Indians gave themselves, and of native drunkenness in the boroughs of Cap de la Madeleine and Three Rivers.

Similarly, in the notary records one can find copies of the decisions rendered by manorial judges in the seigniories of Champlain, Batiscan, and Ste. Anne de la Pérade. In some instances these are the only documents in existence proving that these seigniories had seignior judges in the first years of their founding.

It is fortunate because of the slight interest shown in these precious documents until recent years that the greater part of them have not suffered too heavily from the ravages of time. Except for the hearings of Pierre Boucher for 1653, which have become practically illegible for all practical purposes, the other groups can be read relatively easily. The Regional Historical Society of Three Rivers, in conjunction with the archivist, Notary Cinq-Mars, and the protho-notary of the Superior Court, Master Adélar Provencher, has worked out a program for the preservation of these precious documents. The objective in mind is the faithful transcription of these manuscripts in several copies, which can be consulted by researchers in place of the originals. The originals as well as a copy can then be deposited in a safe place.

The records of registrations seem to be the documents of this period that have been best preserved, probably because they have been less frequently consulted than the others. These records contain the registrations of numerous marriage contracts, bequests, wills, and so forth. They have the advantage of preserving for us some contracts lost or strayed from the notary records. Thus we have found in a registration entry that the marriage contract of Nicolas Gastineau, Sieur Duplessis, with Marie Crevier was made at Cap de la Madeleine on April 1, 1663, by Notary Laurent du Portail. Yet the records of this notary after 1662 have not been found in his archives and everything indicates

that they have been lost. Similarly we have found that the marriage of the pioneer of Batiscan, Pierre Trottier, with Suzanne Migaud, was notarized by this same notary on January 18, 1663. As it was supposed that Notary Laurent du Portail had stopped performing his notarial functions in 1662, these documents prove that he was still practising his profession in 1663.

There, we believe, lies the chief value of these records of registration. So it is fortunate that they have been preserved in such good shape. Let us add that they sometimes afford the advantage of offering a legible transcription of certain notarial transactions, which are difficult to read in the original, either because the notary had a rather fantastic handwriting, or because they have suffered from the ravages of time.

C. Notarial Records

All historians recognize the great historical contribution afforded by research in the notaries' documents of early times in Three Rivers, now preserved in the archives of that city. Indeed, one finds there records of transactions of tremendous value, some relating to the great explorers, others to *coureurs des bois*, still others to missionaries, and some to the principal governors of the colony.

Before 1650, notarizations for Trifluviens were performed by the notaries of Quebec. There are preserved here a few scattered acts of these notaries, sometimes the originals, sometimes in collated copies. But the chief records of general interest are those of the notaries Sévérin Ameau, Jacques de la Tousche, Jean Cusson, François Trotain, Guillaume de la Rue, Daniel Normandin, and Michel Roy. All of these notaries performed their functions in Three Rivers or in that region before 1700, and their transactions are of first importance for the history of Three Rivers. Some records of other notaries have likewise been preserved, such as those of Laurent du Portail, Claude Herlin, Nicolas Gastineau, Boujonnier, and Adhémar.

It is to the records of the notaries that those interested in the preservation of Trifluvian archives have given most attention. About 1925 the archivist of that time, J. B. Meilleur-Barthe, began a summary classification of the lists and of the transactions of these notaries. He even published a brochure containing the texts of the first acts of Notary Trotain.

M. Henri Désilets, for many years, has devoted himself to the task of deciphering and putting in order the archives of Notary Sévérin Ameau. M. Désilets has succeeded in saving from destruction several important documents. He has published a complete list of the known acts of this notary, and has likewise made an intelligent and methodical classification.

After M. Désilets, M. Henri Cinq-Mars concerned himself with classifying the acts of other notaries, one by one, with indexing them, and with helping researchers use them. He put them in metal boxes away from dust and light. At present all the records of three of the most important notaries are classified in this way: Ameau, Cusson, and La Tousche. On the upper lefthand corner of the folder or envelope is marked a number, the date of the act, its nature, the name of the parties, and a short résumé of the contents, especially if they concern grant of concession, sale, exchange, bequest, or so forth. The numbers correspond to the chronological order of the acts. They permit the establishment of a means of control for preventing the loss of items, and also suggest the keeping of a register in which might appear the signature of the researcher, the date of his visit to the office, and the kind of documents that he consulted.

* * *

The many documents that have been lost, either by lack of methodical interest or by the injuries of time, or, again, because they were taken elsewhere after the cession of 1763, ought to incite us to preserve carefully the little that remains and that can still render valuable service to historians. The history of many great explorers and *coureurs des bois*, such as Radisson, Jolliet, Nicolas Perrot, Pepin, etc., cannot be complete if the Three Rivers archives of notaries and our records of civil status are not consulted. Our documents are equally valuable in other fields. Thus the Reverend Archange Godbout, O.F.M., by consulting them, has been enabled to make a nearly complete list of Trifluvian settlers from 1634 to 1650. An American historian, Grace Lee Nute, has drawn largely on our archives for recovering, year by year, the facts in the lives of Radisson and des Groseilliers. The author of this article, thanks to the records of the notary Michel Roy, has been able to recover the names of all the first settlers of Sainte-Anne de la Pérade before the census of 1681, and to fix certainly the establishment of this seigniory as of February, 1667. Likewise the archives of the notary, Jacques de la Tousche, have furnished us with the text of the concession contracts of probably all the first settlers of Batiscan in 1666.

The local historical society at Three Rivers, whose task is to watch over the preservation of our archives hopes to achieve the complete and methodical classification of all our documents preserved in the archives of the Court House of Three Rivers. The present archivist is accomplishing an admirable work. But he will have to have assistance to bring to a successful conclusion the outlined program. Yet it is consoling to state that during the past five or six years especially we

have the assurance that what remains of our precious archives is the object of an attentive case.

We believe it will be useful to mention in closing that the Seminary of Three Rivers has just furnished a large fireproof room for the preservation of local archives. This Seminary already has these important historical collections: Hart, Montarville Boucher de la Bruère, Fabien Vanasse, and Dusablon. The Regional Historical Society tries to collect among the private families of the region family documents, various contracts, old photographs, to be placed in the archives room of the Seminary. This room is furnished with tables and desks for the use of research workers.

A Directory of State Archival Agencies

By LESTER J. CAPPON

Colonial Williamsburg, Inc.

THE need has long been felt for a list of state archival agencies to which archivists and other users could turn for ready reference. The secretary's office of the Society of American Archivists has had such a list on file for several years, with somewhat less detailed data than the present directory contains. Numerous inquiries and requests for copies have been a leading incentive to preparing the following list for publication.

It was decided to restrict the tabulation to essentially factual information which archivists especially would like to have. The data were gathered mainly by a short questionnaire sent to the forty-eight states and the two territories. Replies were received from all but two states. Although questions 1-6 called for direct factual statements, it was not clear in all replies whether the agency is strictly the "archival agency" in the sense that it has authority over as well as custody of governmental archives by law. Some corrections may be necessary on this score.

Since most state archival agencies embrace other functions or are branches of agencies with other functions, questions 7 and 9 were designed to show the variety of their records (including archives) and official activities. Although these two questions along with number 8 are open to some interpretation, it was impossible within the limits of the tabulation to give much space to explanatory details. Some of the replies indicated that the writers did not understand local archives to be strictly official records of local units of government. Federal records were not specially mentioned in the questionnaire, space being lacking to make such listing useful by naming specific records groups.

In column 10 the information on photostat service available through commercial firms on order from the archival agency may be incomplete, since it was not specifically requested in the questionnaire. While this directory will provide complete answers to numerous questions, it will indicate where many others can be answered by correspondence.

I am greatly indebted to the several state archivists and other officials of comparable state and territorial agencies for their cooperation in providing the necessary data, and to Philip C. Brooks of the National Archives and David C. Duniway, state archivist of Oregon, for their advice and suggestions in planning the compilation.

	(1) State or Terr.	(2) Name of Agency	(3) Independent Agency or Division of Larger Dept.	(4) Title of Archival Official	(5) Name of Archival Official	(6) Address of Same
1	Alabama	Dept. of Archives & History	Under Exec. branch of Govt.	Director	Mrs. Marie B. Owen	World War Memo- rial Bldg., Mont- gomery
2	Alaska	Secretary of the Territory	U. S. Dept. of Interior	Secretary	Llewellyn M. Williams	Federal Bldg., Ju- neau
3	Arizona	Dept. of Library & Archives	Independent	Director	Mulford Win- sor	309 State House, Phoenix
4	Arkansas	History Commis- sion	Independent	Executive Sec- retary	Dallas T. Herndon	State Capitol, Lit- tle Rock
5	California	Secretary of State	Independent	Archivist & Shipper	Bart C. Greer	Capitol Bldg., Sac- ramento
6	Colorado	Div. of State Ar- chives	State Hist. So- ciety	State Archivist	Herbert O. Brayer	306 State Museum, Denver 2
7	Connecticut	Archives Dept.	State Library*	State Librarian	James Brew- ster	State Library, Hartford
8	Delaware	Public Archives Commission	Independent	State Archivist	Leon deValin- ger, Jr.	Hall of Records, Dover
9	Florida	State Library	Independent*	Archivist	Dorothy Dodd	State Library, Tal- lahassee
10	Georgia	Dept. of Archives & History	Secretary of State*	State Historian & Director	Mrs. J. E. Hays	Rhodes Memorial Hall, 1516 Peach- tree St., Atlanta
11	Hawaii	Board of Com- missioners of Public Archives	Independent ¹	Archivist	Maude Jones	Iolani Palace Grounds, Hono- lulu 2
12	Idaho	None		None	None	None
13	Illinois	Archives Dept.	State Library* ²	Archivist	Margaret C. Norton	State Library, Springfield

* Secretary of State has archival authority in addition to agency named.

¹ Secretary of the Territory is chairman of 3-member Board of Commissioners of Public Archives.

² Illinois State Library is a department of Secretary of State.

	(7) Kinds of Records	(8) Local Archives, how acquired	(9) Other Functions	(10) Photoduplication Service, what kind
1	State & local archives, hist. mss., maps, doc. films, sound recordings	Permission of probate & circ. judges & director of Dept. of A. & H.	Hist. library, hist. museum, hist. magazine	Photostat & microfilm
2	Territorial archives	None	See Note 1	None
3	State & local archives, hist. mss.	By deposit by local govts.; also by purchase	Hist. library, law library, legislative reference	None
4	State archives, Confederate records	None; but transfer authorized by law	Hist. library, museum, publications	None
5	Spanish archives, state archives, maps, films	None	None	Photostat & microfilm
6	State archives	None at present	Publications	Microfilm
7	State & local archives, hist. mss., maps, films, sound recordings	By deposit (non-current records by law); also by gift or purchase	Library, publications	Photostat
8	State & local archives, hist. mss., maps, films, motion pictures, photog., sound recordings	Transfer of records 75 yrs. or older, by law	Reference library, publications, hist. markers, public records administrator	Photostat & microfilm
9	State archives, hist. mss., maps, doc. films	Transfer by law, but lack of space prevents	Library	None†
10	State & local archives, hist. mss.	By loan or gift; voluntary transfer by counties by law	Hist. library, museum items	None†
11	Archives: Monarchy to Territory; hist. mss., maps, photog. negatives & prints	By law, gift or purchase	Library, publications	Photostat & microfilm
12	None	None	See Note 2	None
13	State & local archives	Voluntary transfer by law, but local govts. urged to care for records. ³	Publications ⁴	Photostat & microfilm

† Photostats available through commercial firms.

¹ Alaska Historical Library and Museum is separate Territorial agency, located in Federal Bldg., Juneau.

² Historical functions performed by State Historical Society, State House, Boise.

³ Archives Dept. compelled to accept transfer of county records prior to 1870 if county unable to care for same.

⁴ Some state archives are published in *Ill. Hist. Collections* by State Historical Library.

	(1) State or Terr.	(2) Name of Agency	(3) Independent Agency or Division of Larger Dept.	(4) Title of Archival Official	(5) Name of Archival Official	(6) Address of Same
14	Indiana	Archives Div.	State Library ¹	Archivist	Margaret Pier- son	State Library, In- dianapolis
15	Iowa	Dept. of History & Archives	Independent	Curator & Di- rector of Arch.	Emory H. Eng- lish (Acting)	State Historical Bldg., Des Moines
16	Kansas	State Historical Society	Independent ²	Secretary	Kirke Mechem	Memorial Bldg., Topeka
17	Kentucky	Dept. of Libra- ry & Archives	?			The Capitol, Frankfort
18	Louisiana	Dept. of Archives	Louisiana State University ³	Head	(Position va- cant)	Louisiana State Univ., Baton Rouge
19	Maine	None	* ⁴	None	None	None
20	Maryland	Hall of Records Commission	Independent	Archivist	Morris L. Radoff	Hall of Records, Annapolis
21	Massachusetts	Archives Div.	Secretary of the Common- wealth	Chief	William J. Sullivan	438 State House, Boston 33
22	Michigan	Historical Com- mission	Independent	Secretary	Lewis Beeson	641 State Office Bldg., Lansing
23	Minnesota	Minn. Historical Society	State Archives Commission ⁵	Ex officio sec- retary of com- mission	Arthur J. Larsen	Minn. Hist. Soci- ety, St. Paul 1
24	Mississippi	Dept. of Archives & History	Independent	Director	William D. McCain	War Memorial Bldg., Jackson 105
25	Missouri	None		Archivist ⁶	Gilbert Knip- meyer	P.O. Box 481, Jef- ferson City
26	Montana	None	*	None	None	None

* Secretary of State has archival authority in addition to agency named.

¹ The Indiana Commission on Public Records, of which the Secretary of State is a member, has legal authority concerning preservation or destruction of archives.

² Secretary of Historical Society is secretary of State Records Board, created in 1945 for administration of retention and disposal of records.

³ The Louisiana Secretary of State is charged with the protection of all state records; the Dept. of Archives of L.S.U. has legal authority only to receive state and local archives.

⁴ Some Maine archives are with Secretary of State, some in State Library.

⁵ The Commission of 5 members has authority over disposal and photoduplication of state records.

⁶ The state archives of Missouri are not centralized; the archivist works in the department where the need is greatest—in two thus far, Secretary of State and the Adjutant-General's Office.

	(7) Kinds of Records	(8) Local Archives, how acquired	(9) Other Functions	(10) Photoduplication Service, what kind
14	State & local archives, maps, doc. films	Voluntary transfer through Commission on Public Records	Library	Photostat
15	State archives, hist. mss., maps	None	Hist. library, hist. magazine, war hist. div., portrait gallery	None ¹
16	State & local archives, hist. mss., maps, pictures, microfilm	Voluntary transfer by counties by law	Hist. library, hist. museum, publications incl. magazine	Microfilm (for in-service only)
17	No reply received			
18	State & local archives, hist. mss., maps, films	By loan from official in charge	None	None†
19	None	None	None	None
20	State & local archives, hist. mss., maps, doc. films, sound recordings	By mandatory legislation since June 1, 1945	Publications	Photostat & microfilm
21	State archives, maps	None	None	Photostat
22	State archives	May secure custody, but none acquired	Museum, publications incl. hist. magazine	None
23	State & local archives, hist. mss., maps	By permissive statute	Hist. library, hist. museum, publications incl. magazine	None ²
24	State & local archives, hist. mss., maps	No consistent policy—lack of space	Hist. library, museum, hall of fame, publications incl. magazine	None†
25	None	None	None	Photostat
26	None	None	See Note 3	None

† Photostats available through commercial firms.

¹ Secretary of State operates photostat division for all state departments.

² Photoduplication service will be provided under State Archives Commission established July 1, 1947.

³ Most historical functions are performed by the Historical Society of Montana, located in the Capitol Building, Helena.

	(1) State or Terr.	(2) Name of Agency	(3) Independent Agency or Division of Larger Dept.	(4) Title of Archival Official	(5) Name of Archival Official	(6) Address of Same
27	Nebraska	State Historical Society	Independent*	Superintendent	James C. Olson	State Capitol, Lincoln 9
28	Nevada	State Library	Independent	State Librarian	E. C. D. Marriage	State Library, Carson City
29	New Hampshire	None	*1	None	None	None
30	New Jersey	Bureau of Archives & History	Div. of State Lib'y, Archives & History*2	Director	Roger H. McDonough	State House Annex, Trenton 7
31	New Mexico	Museum of New Mexico	Independent	Curator of History	Arthur J. O. Anderson	Santa Fe
32	New York	Division of Archives & History	Education Dept.	Director	Albert B. Corey	330 Education Bldg., Albany 1
33	North Carolina	Dept. of Archives & History	Independent	Director	Henry Howard Eddy (Acting)	Education Bldg., Raleigh
34	North Dakota	State Historical Society	Independent*	Librarian	Mrs. Florence H. Davis	Liberty Memorial Bldg., Bismarck
35	Ohio	State Archaeological & Historical Society	Independent*3	Curator of History	John O. Marsh	State Museum, Columbus 10
36	Oklahoma	State Historical Society	Independent	Staff Archivist	Mrs. Rella Looney	Historical Bldg., Oklahoma City
37	Oregon	Div. of State Archives	State Library*	State Archivist	David C. Duniway	Oregon State Library, Salem
38	Pennsylvania	Archives Div.	Historical & Museum Commission	State Archivist	Henry W. Shoemaker	Education Bldg., Harrisburg
39	Rhode Island	State Archives	State Dept.*	Assistant in charge of Archives	Mary T. Quinn	314 State House, Providence 2

* Secretary of State has archival authority in addition to agency named.

¹ New Hampshire Secretary of State has authority over provincial records.

² Under New Jersey Dept. of Education.

³ Disposal of records or transfer to Society administered through State Records Commission, composed of state librarian, state auditor, and attorney general.

	(7) Kinds of Records	(8) Local Archives, how acquired	(9) Other Functions	(10) Photoduplication Service, what kind
27	State & local archives, hist. mss., maps, photographs, sound recordings	Transfer provided by law	Library, museum, publications incl. hist. magazine	None†
28	State archives?, maps	None	None	None
29	See Note 1			See Note 2
30	Local archives, few state archives	Voluntary transfer	None	None
31	State & local archives, hist. mss., maps, doc. films	By gift	Library, museum	Photostat
32	See Note 3	See Note 4	In other divisions of Education Dept.	"Unsatisfactory"
33	State & local archives, hist. mss., maps, doc. films, sound recordings	Voluntary transfer	Hist. museum, publications incl. hist. magazine	None†
34	State archives, hist. mss., maps	None	Publications	None
35	State archives, hist. mss., maps	None	Hist. library, museum, publications incl. hist. magazine	Photostat
36	State & local archives, Indians (5 Civilized Tribes), hist. mss., maps, films	By gift	Hist. library, museum, hist. magazine	None
37	State & local archives, photog. records for State Library	Acquired by state agencies and transferred	Library	None ⁵
38	State & local archives, hist. mss., maps	Voluntary transfer or through indirect channels	Publications	Photostat & microfilm
39	State archives	None	None	None

† Photostats available through commercial firms.

¹ Some state and local archives are in office of Secretary of State; provincial records and historical mss. in New Hampshire Historical Society; some historical mss. in State Library.

² Photostating available through office of Secretary of State.

³ Some archival and historical records are in New York State Library which is the only custodial agency.

⁴ Div. of Archives and History has control by law over local records for inspection and recommendation of equipment in local offices.

⁵ Photostats and photog. prints obtainable through State Highway Dept.

	(1) State or Terr.	(2) Name of Agency	(3) Independent Agency or Division of Larger Dept.	(4) Title of Archival Official	(5) Name of Archival Official	(6) Address of Same
40	South Carolina	Historical Commission	Archival Dept.	State Historian	A. S. Salley	World War Memorial, Columbia 56
41	South Dakota	None		None	None	None
42	Tennessee	Div. of Library & Archives (State Library)	Dept. of Education*	State Librarian & Archivist	Mrs. John Trotwood Moore	State Library, Capitol Bldg., Nashville
43	Texas	Archives Div.	State Library	State Archivist	Harriet Smither	State Library, Capitol Station, Austin
44	Utah	[No reply received]				
45	Vermont	Public Records Commission	Independent*	Executive Secretary	Earle W. Newton	State House, Montpelier
46	Virginia	Archives Div.	State Library*	Head Archivist	William J. Van Schreeven	State Library, Richmond 19
47	Washington	State Archives	Div. of Finance, Budget & Business	State Archivist	J. A. Dague	Public Lands-Social Security Bldg., Olympia
48	West Virginia	Dept. of Archives & History	Independent*	Director	Mrs. Roy Bird Cook	Capitol Bldg., Charleston
49	Wisconsin	State Historical Society	Independent	Director	Clifford L. Lord	816 State St., Madison 6
50	Wyoming	State Library & State Historical Dept.	Independent*	State Librarian	Mary A. McGrath	Supreme Court Bldg., Cheyenne

* Secretary of State has archival authority in addition to agency named.

	(7) Kinds of Records	(8) Local Archives, how acquired	(9) Other Functions	(10) Photoduplication Service, what kind
40	State archives, hist. mss., maps	None	Publications	None†
41	None	None	See Note 1	None†
42	State & local archives	Voluntary transfer by law	Museum	None†
43	State archives, hist. mss., maps, doc. films	Permissive statute, but lack of space	Library, publications, museum items	Photostat, microfilm by commercial firms
44	[No reply received]			
45	State archives	None	None	None
46	State & local archives, Confederate records, hist. mss., maps, sound recordings	Borrowed for photocopying; some on deposit from counties	Library, publications	Photostat, microfilm projection prints
47	State archives	None	None ²	Photostat
48	State archives, hist. mss.	None, but voluntary transfer by law	Museum, publications incl. hist. magazine	None†
49	State archives, ³ hist. mss., maps	None	Hist. library, museum, hist. publications incl. magazine	None ⁴
50	State archives, hist. mss., maps	None	Library, museum, publications	None

† Photostats available through commercial firms.

¹ Most historical functions are performed by the South Dakota State Historical Society, which has a few state archives in addition to historical mss., etc.

² Historical and related functions are handled by Washington State Historical Society, Tacoma.

³ Committee of Public Records of 3 members, incl. director of Historical Society, has charge of retention and disposal of state records, their photoduplication, and transfer to the Historical Society.

⁴ Handled through State Bureau of Purchases.

CITATIONS OF ARCHIVISTS¹

BY THE NAVY

LIEUTENANT EVERETT O. ALLDREDGE. *United States Naval Reserve.*

"For outstanding performance of duty as Officer-in-Charge of Naval Records Management Center, Eastern Division, from January 1944, to December 1945. Charged with the responsibility of establishing the Records Management Center without benefit of precedents or previous organizational methods for guidance, Lieutenant Alldredge utilized his skillful civilian training and background to develop the Naval activity with resultant saving of \$900,000 to the Navy Department in space, equipment, time and personnel and rendered invaluable assistance in devising an effective permanent procedure for the orderly preservation and disposal of all Naval records. Subsequently through his zeal and untiring efforts, he was largely responsible for organizing the Naval Records Management Centers in Los Angeles, New York City and Mechanicsburg. By his initiative, administrative ability and devotion to the fulfillment of an important assignment, Lieutenant Alldredge contributed to the successful prosecution of the war and upheld the highest traditions of the United States Naval Service.

LIEUTENANT COMMANDER HERBERT EDMUND ANGEL. *United States Naval Reserve.*

"For outstanding performance of duty as Assistant Director, Records Administrative Division, Executive Office of the Secretary, from February 24, 1944, to March 26, 1945. Displaying keen foresight and ability, Lieutenant Commander Angel rendered invaluable service in the development and execution of a program for records disposal throughout the entire Naval establishment which resulted in minimizing cost, personnel, equipment and space both in offices ashore and aboard ship. His judgment and conscientious devotion to an important task reflect the highest credit upon himself and the United States Naval Service."

LIEUTENANT JOSEPH P. BRENNAN. *United States Naval Reserve.*

"For outstanding performance of duty as Officer in Charge of Microphotographic Service during the period from August 1, 1942, to March 23, 1944. A skillful technician and untiring in his efforts, Lieutenant Brennan has effected procedures involving the initiation, development and operation of a unique large scale program for providing engineering drawings on microfilm for the maintenance and repair of ships, aircraft and ordnance. By his exceptional initiative and broad vision, Lieutenant Brennan has made possible the present extensive scope of Microphotographic Service essential to the expeditious supply of equipment to ships and bases at hundreds of points on the globe."

¹ The citation given Lieutenant Colonel Wayne C. Grover by the War Department was published in the April 1947 issue, *THE AMERICAN ARCHIVIST*, Vol. X, p. [173].

LIEUTENANT COMMANDER EMMETT JOSEPH LEAHY. *United States Naval Reserve.*

"For outstanding performance of duty as Directory of Records Administration, Executive Office of the Secretary, from October 1942, to November 1945. Assigned the task of establishing a Records Administration to serve the entire Naval Establishment, Lieutenant Commander Leahy speedily improved and simplified the handling of a vast volume of vital correspondence and set up procedures for the maintenance and disposal of Naval records, thereby freeing many thousands of feet of floor space and saving much time and labor. By developing the Microfilm Service he made it possible to ship 80,000,000 copies of engineering drawings of planes, ships and ordnance to advance bases and repair activities with a minimum of space and money. His foresight, executive ability and sound judgment reflect the highest credit upon Lieutenant Commander Leahy and the United States Naval Service."

LIEUTENANT CHARLES HENRY NIEMANN. *United States Naval Reserve.*

"For outstanding performance of duty as Officer-in-Charge of Correspondence Management Service in the Office of Records Administration, Administrative Office, Navy Department, during World War II. Demonstrating exceptional ingenuity and professional ability in the fulfillment of an exacting assignment, Lieutenant Niemann originated, developed and executed a vast streamlining program to accelerate the flow of paper work essential in getting personnel, equipment and supplies to our forces afloat. Tireless and persistent in his efforts, he was instrumental in expediting over 2,000,000 essential letters a year from the Washington offices of the Navy, Marine Corps and Coast Guard and in saving the Government millions of dollars by his efficient, time-saving procedures. His resourcefulness, initiative and unstinting devotion to duty reflect the highest credit upon Lieutenant Niemann and the United States Naval Service."

BY THE WAR DEPARTMENT

LIEUTENANT COLONEL JESSE S. DOUGLAS

"Lieutenant Colonel Jesse S. Douglas, as a member of Historical Branch, G-2, War Department, from August 1943 to November 1945 displayed unusual ability in support of the army program to insure complete and competent history of World War II. Charged with supervising basic plans and policies he visited all theaters except two and was instrumental in winning support for, and the establishment of sound, well-organized historical activity in each."

Archival Buildings

VICTOR GONDOS, JR., Editor

*Chairman, Committee on
Archival Buildings*

NEW ARCHIVES BUILDING FOR THE ARCHDIOCESE OF NEW YORK¹

The New York Archdiocese of the Roman Catholic Church is planning to erect a splendid new building at St. Joseph's Seminary in the vicinity of Dunwoodie, Yonkers, N.Y., to be known as "The Archbishop Corrigan Library and the Patrick and Mary McGovern Archives and Museum." The architects are Eggers and Higgins of New York, who were partners of the late famed John Russell Pope. Dr. Thomas F. O'Connor acted as archival consultant in behalf of the Archdiocese. Although under one roof the library and the archives are to be separately administered—the former by St. Joseph's Seminary, the latter by the Archdiocese.

Summary of Building Data

Cost—estimated at \$750,000, including library and museum.

Size—the Patrick and Mary McGovern Archives will occupy the west wing of the building which is 81'-8" long by 33'-10" wide, and, including the museum floor the height is about 50'-0". But the two archives floors comprise less than half of this height. The total estimated cubage of the west wing is thus about 135,000 cubic feet of which some 60,000 cubic feet comprises the gross volume of the archival part. The net volume available for archival use is about 53,000 cubic feet.

Space layout—the archives occupy two floors of the west wing. The basement contains the archival stacks, and above it will be the archival search room, the work room, and the office quarters. The search room is entered from a foyer which connects directly with the main floor of the library, and the foyer also has stairs leading to an independent archival entrance from the street level.

Stack Floor—exclusive of walls the stack floor has an area of some 2,600 square feet and a clear height of 8'-0" thus containing a volume of 20,800 cubic feet. This space contains 11 double-faced ranges. The ranges are 5'-6" center-to-center, with aisles 2'-6" wide between the ranges. To furnish lengthwise communication, along each of the longer sides of the room there is an aisle 3'-6" wide. In one corner is a small photostat room measuring 12'-6" by 10'-6". In the opposite corner is a small stairway connecting with the

¹ Frontispiece.

search room floor above. A dumbwaiter, 2'-6" by 2'-0", serves the stack floor, the search room floor, and the museum above it. Other than a small table there are no provisions for working space equipment in the stack area. Seven windows admit daylight into the stacks.

Search Room—the search room proper has an area of some 1,400 square feet and is daylighted with six windows with a western exposure. There is a clear height of 11'-0" thus providing a cubage of 15,400 cubic feet. The room will be equipped with book shelving along two walls, with over-size shelving for newspapers and maps along a third wall, and a catalogue file next to the Archivist's office. The usual complement of tables and chairs will occupy the floor area, with each table designed for the use of four persons with their archival material spread out, so that each searcher will have a larger amount of working space than that usually allowed for library seating arrangements.

Offices—south of the search room are to be two offices of approximately equal size, each containing some 500 square feet. Each office will be equipped with the usual office furniture of desk and chairs, a small closet, a card file and a letter file, and book shelves. Some of the shelves will be 16" in depth to house document boxes.

Work Room—north of the search room, extending the whole width of the wing, is a work room for the archivist and staff. Window exposures are towards the north and west. The area is about 1,000 square feet and the room is directly connected with the stack area below by metal stairs and also by dumbwaiter. Besides a closet the room is to be equipped with work tables, filing cabinets, card files, and a sink.

Other Facilities—the receiving room and platform as well as the fumigation room are to be used jointly with the library. These facilities are, unfortunately, located at the opposite wing of the building more than 150'-0" away from the archival wing. After the initial intake, however, the annual increment of accessioning is expected to be rather small in volume, consequently this awkward location of service facilities, necessitating trucking through the library stacks, is not expected to handicap the normal operation of the archives.

HAVE YOU SEEN?

Alva Johnston, "Hot Documents," *Saturday Evening Post*, Vol. 219, no. 32 (February 8, 1947), 15-17, 95-96, 98; no. 33 (February 15, 1947), 34-35, 91-92, 95; no. 34 (February 22, 1947), 26, 95-96, 98, 101; no. 35 (March 1, 1947), 28, 78, 80-81. Deals with forgeries.

Ralph S. Bates, *Scientific Societies in the United States*. (New York, 1945. Pp. vii, 246.)

National Archives (Philip P. Brower), *Inventory of the Records of the Rubber Survey Committee August-September 1942*. (Washington, 1947. Pp. 21. Processed. This is the first publication to appear from the National Archives World War II Records Project.

Ben F. Dixon, *Syllabus of a course in Family History and Genealogy for Adult Evening Classes*. (Washington, 1946.)

Lucia Moholy, "The ASLIB Microfilm Service: The Story of its Wartime Activities." *Journal of Documentation*, 2 (December, 1946), 147-173.

H. A. Cronne (ed.), *Bristol Charters 1378-1499*. Bristol Record Society's Publications. Vol. XI. (Bristol, 1946. Pp. xi, 219.) Introduction contains a section on Bristol historians and archives.

A Picture Book Introduction to the San Jacinto Museum of History, Outlining its Scope by Illustrations Drawn from Exhibits and Collections. (San Jacinto Monument, Texas, 1947?). A model of institutional pictorial propaganda.

Luther H. Evans, "Texana in the Nation's Capital," *Southwest Historical Quarterly*, 50 (October, 1946), 220-235.

J. V. Kitto, "Library of the World's Oldest Parliament," *Special Libraries*, 38 (January, 1947), 17-19. The House of Commons Library has archival holdings as well.

M. W. DeWolfe, "Open Shelf Filing Proves Practical," extract from National Office Management Association, *Forum*, 21 (November, 1946), 8-13.

Clifford K. Shipton, "The Harvard University Archives: Goal and Function," *Harvard Library Bulletin*, 1 (Winter, 1947), 101-108.

New Horizons in Public Administration: a Symposium. (University, Alabama, 1945. Pp. 145). Contains papers by Leonard D. White, Marshall E. Dimock, Donald C. Stone, Gordon R. Clapp, John D. Millett, and Arthur W. Macmahon.

Russell A. Algire, "Insurance for Office Records," *Office*, 24, no. 6 (December, 1946), 60.

Julius B. Kaiser, "Myopia in Filing," *Office Management and Equipment*, 8 (January, 1947), 45-46.

Julius B. Kaiser, "Retention of Business Records," Conference Board, *Business Record*, 4 (January, 1947), 12-14.

Harry C. Bauer, "The Undiminishing Record," *Special Libraries*, 38 (February, 1947), 48-50. Urges control by microfilming.

Mary A. Benjamin, "Shall a dealer permit his manuscripts to be copied?," *Collector*, 60 (March, 1947), 49-54.

Edward G. Campbell, "Saving the Custer Muster Rolls," *Military Affairs*, 10 (Summer, 1946), 49-57. Describes their flattening and lamination at the National Archives.

Margaret C. Norton, "Organizing a New State Archives Department," *Illinois Libraries*, 28 (December, 1946), 496-503.

John G. Bradley, "Specifications on Motion Picture Film for Permanent Records," *Society of Motion Picture Engineers, Journal*, 48 (February, 1947), 167-170.

Kenneth H. Ripnen, "Design for File Room Living," *Office Management and Equipment*, 8 no. 3 (March, 1947), 44-46.

Historical Reports on War Administration. Office of Price Administration. Miscellaneous Publications:

No. 1. Chronology of the Office of Price Administration, January 1941-November 1946. (Washington, United States Government Printing Office, 1947. Not paged.)

No. 2 Minutes of the Price Administration Committee, 1941-42. (Washington, United States Government Printing Office, 1947. Pp. iv, 65.)

William J. Van Schreeven, "How to Handle Municipal Records," *Public Management*, 29 (March, 1947), 66-69.

Great Britain, Directorate of Military Survey, *Manual of Map Classification and Cataloging* (Supplement. London, 1947.) The Manual to which this is a supplement has been reviewed in *THE AMERICAN ARCHIVIST*.

Clarence B. Carey, "How to Get a Good File Clerk," *Filing Bulletin*, 15 (April, 1947), 57-59.

Edith McWilliam, "When Transfer Time Rolls Around," *Filing Bulletin*, 15 (April, 1947), 62-63.

Walter Rudolph, "Microfilming Saves Hospital \$10,000 in Additional Space," *Office*, 25, no. 4 (April, 1947), 37-40.

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

TRADE JOURNALS

Across the desks, and frequently into the wastebaskets, of purchasing agents and office supervisors come every month scores of trade journals, manufacturers' house organs, and little known association bulletins. Filled with advertisements for office furniture and articles suggesting ways to increase sales of carbon paper, they usually go unnoticed by archivists and records administrators. These journals are not indexed in the *Readers' Guide to Periodical Literature*, few of them appear in the *Union List of Serials*, and even large libraries do not attempt to acquire them systematically or to keep the sample copies they receive, but often included among items on display cabinets and dictaphones are articles of genuine interest to persons engaged in records work, on new filing schemes, records preservation, disposition schedules, and the value of historical records.

A partial list is given below of some periodicals archival institutions should certainly try to acquire, at least for examination. In most cases these magazines can be obtained free from the manufacturer or association, but a few are distributed on a regular subscription basis.

File (formerly *File Topics*). Published by the Filing Association of New York.

Filing Bulletin. Published monthly except July and August by the Chicago Filing Association, 1215-25 East Jackson Boulevard, Chicago 4, Illinois.

One of the best journals in this field, it reprints articles of filing interest appearing elsewhere, proceedings of filing association conferences, and statements by leading authorities on records and files.

Government Narrator.¹ Published occasionally by Remington Rand, Inc., 315 Fourth Ave., New York 10, New York.

"This publication is produced and distributed without charge in the interests of improved administrative procedures in Government." Illustrated articles on selected topics in administration with "methods, systems and equipment that have proved successful in effecting practical and efficient Government administration."

Multigraph Users' News. Published by the Addressograph-Multigraph Corporation, 1200 Babbitt Road, Cleveland 17, Ohio.

Designed to "promote economy and efficiency in the use of multigraphed

¹ This paragraph contributed by the Editor.

equipment," it often contains items of interest on paperwork systems, paper, inks, forms controls, etc.

Office, Magazine of Office Equipment. Published by Office Publications Company, 270 Madison Avenue, New York 16, New York. Subscription \$1.50 per year.

About half advertising and half text, this little magazine offers discussions of new office machines, employee relations, office control, and in the March, 1947, issue, two articles interesting to archivists: "Files have historical value," Pp. 60-62, pointing out the value of records in business for historical purposes, and "Alphabetical subdivisions for file indexing," p. 68-70. This company also publishes a Spanish edition, *La oficina*, and the *Office equipment exporter*.

Office Appliances. Published monthly by the Office Appliance Company, 600 West Jackson Boulevard, Chicago 6, Illinois. Subscription \$2.00 per year.

The forty-three year old trade journal of the office equipment industry, it covers the manufacture and distribution of office machinery, office devices, office furniture, office supplies, and the complete range of commercial stationery. Files of its predecessors, *The American Stationer*, *Typewriter Trade Journal*, and the *Business Equipment Journal*, are interesting from the point of view of the history of office methods.

Office Economist. Published quarterly by the Art Metal Construction Company, 369 Broadway, New York 13, New York.

A magazine of business ideas for the office, the issue for the first quarter of 1947 has "Our national social security index," by Mildred O. Waugh, a description of the Postindex visible files of the Social Security Administration.

Office Equipment Industry. Official organ of the Office Appliance Trades Association of Great Britain and Ireland, Manfield House, 376-379 Strand, London W.C. 2, England.

Devoted chiefly to business methods, export opportunities, and developments in office equipment.

Office: Management and Equipment. Published monthly by Andrew Geyer, Inc., 260 Fifth Avenue, New York 1, New York. Subscription \$2.00 per year.

Featuring office purchasing, equipment, methods and personnel, the March, 1947, number has an article by Kenneth H. Rippen, "Design for file room living," Pp. 44-46.

Paper and Print. Published quarterly by Stonhill and Gillis, Ltd., 329 High Holborn, London W.C. 1, England.

Of more scholarly bent than most of the periodicals listed here, this journal often contains instructions on the preservation of old papers, the history of paper making, and so forth.

Permanence. Published by L. L. Brown Paper Company, Adams, Massachusetts.

"A news publication for those public officials to whom the country's vital records—national, state, county, municipal and town—are rightfully entrusted and securely safeguarded," it contains chiefly news notes and biographical sketches of local officials.

Town Clerks Topics. Published monthly by the Board of Trustees, Town and County Officers Training School of the State of New York, Hotel Ten Eyck, Albany, New York.

An information and training extension bulletin, with especially valuable information for archivists. The March, 1947, issue has "Sources of historical information concerning veterans," by the New York State Director of Selective Service.

Weston's Record. Published irregularly by the Byron Weston Company, Dalton, Massachusetts.

Devoted to the interest of county officials, it is concerned chiefly with the promotion of the use of a certain kind of paper for permanent records, but it does contain short articles on binding, indexing, filing, and preservation, and occasionally reprints writings of archivists published elsewhere.

MARY JANE CHRISTOPHER

The National Archives

Wartime Photographic Activities and Records Resulting Therefrom

By DONALD C. HOLMES

Library of Congress, Washington, D.C.

WORLD WAR II was as much a war of photographs as of bullets. When the first war clouds appeared above the horizon, the United States was as well equipped as any nation to utilize the potentialities of photography to the utmost. At the outbreak of World War I quite a different situation prevailed, for the United States at that time depended heavily on Europe for photographic equipment, particularly lenses, and for dyestuffs used in the manufacture of sensitive materials. Indeed, when we entered World War I there were only a few pounds of optical glass on hand and no facilities existed anywhere in this country for making more. Stocks of German dyes, even with the supplemental cargo of the German merchant submarine *Deutschland*, were exhausted long before war was declared.

As a direct consequence of World War I, the United States was forced to expend huge sums of money for research and development work in many technical fields. The American photographic industry was particularly successful in achieving its goals. The German monopoly of dyestuffs was broken; the manufacture of optical glass was achieved; new methods, products and processes rapidly appeared. Photographic manufacturing joined the ranks of the more important American industries.

As the conflict in Europe progressed from a "phony" to a shooting war, our national defense program shifted into high gear. The unparalleled resources of the nation were marshaled for war production. Existing plants were operated on an around-the-clock basis. New manufacturers entered the field. Practically all of the greatly expanded output of photographic equipment and supplies was purchased by the government or channeled to friendly nations. Manufacturers continued to make cameras of standard design, some with small alterations, but many new ones, intended for particular and often highly specialized purposes, were developed. During the war the average citizen found that photographic cameras and supplies became increasingly hard to procure. Favorite brands of film and paper were seldom obtainable. All

equipment was scarce, expensive and, for the most part, could not be secured without government priority.

American industry used photography for an almost inconceivable variety of purposes. Photographic identification cards were issued to employees. Individual x-ray photographs or radiographs were made of entire factory staffs and the x-ray became a vital link in assuring the dependability of equipment through its use in detecting flaws in castings and metal parts. The aircraft industry devised a method of projecting precision drawings on metal plates and of making duplicate true-to-scale templates on metal by photographic processes. Instrument dials were manufactured photographically. All varieties of photographic recording were employed, for example, periodic photography of instruments indicating the performance of mechanical equipment.

Ultra high speed photography was further perfected and, along with stroboscopic photography and time lapse motion pictures, was put to use in research, development, and production. The technique of assembly was speeded by exploded drawings recorded and even animated photographically. Personnel received instruction in many new skills, in safety and hygiene, with the aid of training films. The science of ballistics was advanced by triangulation cameras. Instruction manuals, of which there were literally thousands, were prepared by offset printing which required photographic techniques. Advance copies were often prepared entirely by photography.

Within the armed forces photography was everywhere. On entering the service the recruit was photographed for his identification card and an x-ray photograph was made of his chest. He saw training films on first aid, survival in emergency, instruction in doing the particular tasks assigned to him, as well as many other subjects. Well over ten thousand training films were produced. In practice, gunners fired camera guns that photographed gun sights and targets so precisely that, had the guns been real, hits and damage could accurately be assessed. In combat, automatic cameras in wings, bomb bays, or elsewhere, provided an accurate and useful record of a mission. Sequences of action made by these recording instruments were features of wartime news reels and of the productions "Fighting Lady," "The Battle of Midway," and others.

One of the more important wartime photographic assignments was the transmission of the serviceman's mail, V-mail, that maintained close contact with home, half way around the world. Through an adaptation of microphotographic techniques, 16mm. and 35mm. film were used to transmit these communications. The note to be sent V-mail was photographed on one hundred feet rolls of 16 mm. film, approximately five thousand messages to each roll. The films was processed and sent to its destination by highest priority air express. At the

destination a machine automatically enlarged the messages on rolls of paper measuring four and one-fourth inches wide by eight hundred and twenty-five feet in length. The individual messages, each four and one-fourth by five and one-half inches in size, were then cut from the rolls and distributed in the same manner as ordinary mail. Two essentially similar services, V-mail and official mail, were operated simultaneously; V-mail received wide publicity, official mail did not.

From the beginning, when the V-mail service was organized, until November 1, 1945, when it was terminated, 648,108,066 communications were transmitted overseas, while 614,822,846 were received by the army alone. In the same period the Navy and Marine Corps handled about two million communications. Much of the film and sensitive paper that was so scarce at home during the war years was used for these purposes. The satisfactory morale building job done by V-mail is well known.

Microfilm, however, played a spectacular part in many other operations. The overhaul and repair of aircraft and ships at the many far-flung bases of this truly global war was a critical necessity—blueprints of parts and assemblies were essential to accomplish these repairs expeditiously. Not considering the time of preparation, to distribute the fifteen thousand drawings of a Corsair F4U fighter on paper to all operating bases was an impossibility from the standpoint of paper production and ship transport. Yet the drawings *on microfilm* of all types of operational aircraft, and equipment to read and reproduce them, were distributed to four hundred and fifty naval air activities by the Bureau of Aeronautics, and to an unknown number of ship's bases by the Bureau of Ships. The Bureau of Aeronautics alone shipped the equivalent of more than fifty million drawings on microfilm. Similarly the army distributed drawings in great numbers to their operations. At the conclusion of the war approximately nine-tenths of Naval Air activities were dependent on microfilm for technical information.

As a corollary the use of microfilm was directly responsible for reductions of at least seven hundred and fifty thousand dollars in aircraft contracts. This saving was made possible because aircraft factories were not required to supply large numbers of blueprint copies.

Technical letter material on 35 mm. microfilm was mailed every day, within twenty-four hours from the time it was signed, to six hundred installations. The printer's copy of all technical notes and technical changes affecting aircraft as well as flight medicine notes was microfilmed and sent from the Bureau. The microfilm was usually not enlarged but was read on a reading machine. The information contained on the microfilm in most cases reached its destination within a few days, whereas the printed material did not arrive for from one to three months. In the supremely important field of technical changes affecting

aircraft, microfilm kept outlying bases fully up to date long before it was possible to receive the printed document.

A project was instituted whereby a microfilmed map of an island in Japanese hands was superimposed upon a radar photo of the surrounding submarine topography. Skilled technicians were able to gauge depths, spot hidden reefs, and thus facilitate landings on islands where no actual soundings could be made. Microfilm was used because the variable projection feature allowed parity adjustment with the reduction scale of the radar or photo.

The tremendous savings in space effected through the microfilming of records, at a time when floor space was as scarce as meat is today, is a matter for passing mention, not because it was unimportant—the exact opposite is true—but because it is completely familiar. Thousands of precious cubic feet of storage space were released, security copies of precious records were made, and the complicated administrative routines of the armed forces were speeded up through the uses of photography.

The broad picture of World War II is here, on film—for the record. An undeniable, incontrovertible, record of how the United States awakened, arose, armed, trained, and fought.

While new applications have the freshness of novelty, established methods and old photographs were often of great value. When the Japs invaded Attu and Kiska, the best photographs then available were some ninety odd from the National Archives made in 1883 by a geologist, aboard a fishing steamer, studying pelagic sealing in the Berring Sea. These photographs saved valuable time and probably many lives in that foggy, inhospitable area. Public and private photograph collections were searched for details of all enemy-held territory, particularly for views of cities, towns, ports, and installations of all types. Hundreds of thousands were accumulated, tabulated, and used for surveys and studies of all types dealing with the effective prosecution of the war.

In operational work photography was of paramount importance. Aerial photography developed with unparalleled speed. When the war was concluded, more than three-fifths of the fifty odd million miles of land area of the earth's surface had been mapped, some of it many times. Aerial reconnaissance photography was invaluable. In estimating ground conditions, the photo interpreter made valuable use of his knowledge of the ecological site characteristically occupied by each species of vegetation identified on aerial photos. There are numerous familiar examples of site preferences of vegetation. Willows prefer stream banks; sage brush and cactus indicate very dry sites; the bald cypress thrives only in swamp land. In the tropical Pacific areas where, during World War II, aerial photo interpreters were called upon to estimate ground conditions affecting military operations, many species

of vegetation show similarly specific site requirements. Mangrove trees indicate muddy salt swamp; casuarina trees prefer firm sandy beaches; and sago palms occupy fresh water swamps. In some cases a simple and plausible explanation for this site specificity of plants is found. Thus, willow trees are said to require large amounts of soil moisture because, in the atmospheric conditions favoring excessive loss of water vapor from leaves, the stomates or pores in willow leaves, unlike those in most leaves, do not automatically constrict; unrestricted transpiration is the result. Photo interpretation saved lives, material, and time.

For aerial photography varieties of film were used, each for a particular purpose. Panchromatic film with a yellow filter was the standard for reconnaissance and mapping. Color film and camouflage film were also used to a great extent. Special aerial cameras were designed as the war progressed to serve particular purposes. One worthy of mention is the Sonne continuous strip camera developed by the Chicago Aerial Survey Company.

The film capacity of this new camera was large enough to photograph a strip of terrain more than twenty miles long at a scale of one inch = fifty feet. The complete automatic installation weighed a little under one hundred pounds. Special lens viewers were provided for uninterrupted viewing of the strip photos. A floating mark comparator has been developed by the same company for photogrammetric measurements on the strip film. The wartime uses of strip photography required minimum altitude flying at extremely high plane speeds, that in combat, strangely enough, proved to be relatively safe. With the cameras mounted in fast fighter planes, flying at altitudes of one hundred to five hundred feet, the only anti-aircraft fire encountered came from hurriedly manned small arms and light machine guns. Usually the plane had flashed over the target and disappeared before enemy gunners could be alerted. The photos obtained were remarkably sharp and of extremely large scale. Naturally, at such low altitudes the coverage was very narrow in width. This limited the use of the camera to the coverage of spot targets or carefully selected strips of terrain. The most important use of strip photography by the Navy was in the stereoscopic measurement of water depths on the assault beaches of enemy-held coral islands in the western Pacific. The Sonne camera was also used by the Navy to great advantage in ground support photography in cooperation with the Tenth Army and the Third Marine Amphibious Corps through the Okinawa campaign. This latter application was very effective in the location of Jap cave defenses and the detection of camouflage. In Europe the Army is reported to have had fine results in low level strip reconnaissance, both in vertical and oblique photography. Although synchronization cannot be perfectly maintained for more than one distance from the camera to the object, there is enough leeway in synchronization that

sufficiently sharp stereo photos can be obtained from an obliquely mounted Sonne camera. Strange background distortions are apparent, but the oblique photos have proved very useful for special reconnaissance purposes.

Mapping was also done with the aid of trimetragon photography. In trimetragon photography an assembly of three cameras was used, one camera was directed vertically downward and two were mounted at an angle of thirty degrees from the horizontal and perpendicular to the line of flight. The two oblique cameras were so placed that they photographed both the horizon and a small area covered by the vertical camera. All cameras are exposed simultaneously so that the area from horizon to horizon, perpendicular to the line of flight, was covered by three photographs.

Practically all aerial photographs are exposed with a high overlap so that each successive picture contains sixty percent of the area covered by the preceding picture. It was therefore possible to prepare stereo pairs for use in detailed study. It is interesting to note that the entire French D-day Coast was mapped and vectographs (three dimensional photographs) were prepared and studied in detail by the Allied commands preparatory to the landing.

In the advanced areas where the fighting was thickest, film and camera carried on—in the rear where tactics were planned and logistics devised, the light-tight box and sensitized material worked overtime. On the home front, the photograph fought to speed the mass of detail a war generates.

The technician can view with profound satisfaction the progress made in photography in World War II, and, if time permitted, the few illustrations of photographic activities could be multiplied a hundredfold. Archivists, however, will probably view the results of these photographic activities with emotions ranging from appreciation and delight to dismay and panic. There are scattered in many depositories throughout the United States and the world literally thousands of tons of photographs of all types, enough, if gathered together in one place, to fill the National Archives building to overflowing. After all, the output of the photographic materials industry was absorbed for war purposes for a period of several years, and in dollar value the expenditures probably ran into the billions. Not all of the photographs purchased by these billions are records; in fact the greater quantity are not, although at this juncture little can be said with certainty about the extent of the photographic records problem. Whether one hundred million, two hundred million, or more, feet of motion picture film of record character was produced during the war cannot yet be determined. It is known that training film, feature pictures, short subjects, combat footage,

seized enemy films, gun and recording film, and other similar materials exist on 16mm. and 35mm. film in enormous quantities. There may be one or several hundred duplicates of a particular title; sometimes the same picture may carry sound tracks in thirty or more languages. Aerial photographs including mapping, reconnaissance, three-dimensional and trimetragon survey film, bomb damage photographs, target surveys, mosaic maps, and vectographs are estimated to number in the millions. All of these are certainly not records. If during a flight of three hundred B-29 bombers over Japan, each plane photographed the operation, at least ninety percent of the photographs would be considered substantial duplicates and subject to weeding. Areas were mapped and re-mapped many times. Technically poor and overlap material will be subject to elimination.

Still photographs, including negatives and prints, were also produced by the millions. A single file, for example, containing several hundred thousand photographs, might be duplicated in at least a dozen localities. As the still files are located and studied, the record picture will begin to take shape, and some progress is being made in this respect.

Microfilm, although photographic in format, is essentially documentary in character. The problems incident to wartime accumulations of microfilm are, therefore, no different from those encountered with paper records except, of course, that due allowance must be made for the inherent characteristics of microfilm; that is to say, special consultation, filing, and storage methods differing from paper records, must be applied. Insofar as the V-mail operation is concerned, no problem exists, for by regulation the microfilms were destroyed immediately after the paper prints were mailed. Official mail, technical communications, intelligence data and material plans, all on microfilm, remain to be considered. A postwar microfilm activity of considerable significance is still going forward. It consists of the reproduction of seized enemy documents for use by government agencies and in some cases for distribution to research and manufacturing organizations in this country.

The problem of photographic records viewed in the aggregate is tremendous, but work on its solution is going forward on many fronts. As files are consolidated and organized, duplicates can be eliminated. Materials of purely operational or specific character will likewise be discarded. As has been indicated, the broad lines of effort are already laid down, and the over-all picture is hopeful. Special cases and records that have become estranged for one reason or another will constitute special problems. It is with a sense of great relief that the technician can place these problems in the competent hands of present and future archivists.

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives
Washington 25, D.C.

Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist, for the fiscal year July 1, 1945 to June 30, 1946. (Dover, Delaware. Hall of Records, 1946. Pp. 56. Illustrations and appendix.)

The reports of the state archivist of Delaware, Leon deValinger, have always been informative and attractively presented. This report is no exception.

The work of the year is characterized as one of "readjustment and procurement of equipment." The end of the second World War brought to Delaware, as elsewhere, the problem of staff reconstitution. Resignations and terminations of employment of temporary members have made necessary the assumption of larger obligations by those who have remained; new members have been added and are being trained. A photographic section has been created, and two of its members, both veterans, are receiving in-service instruction given by the archivist under the provisions of the Veterans Administration program. But there is another kind of readjustment which is also receiving attention: the necessary advance in salary scales that is dictated by the rising cost of living and by consideration of the relative return due to the unorganized but skilled and experienced technician who performs vital but inadequately appreciated services. This problem is being placed before the state legislature, which assembled in biennial session in January.

By way of equipment, the principal acquisitions include the purchase of a portable Recordak microfilm camera, a truck adapted to the moving of records or filming and sound recording apparatus, sound recorders of both the disc and tape types, and reproducers for the sound-records of both types. In addition, the archivist anticipates the purchase of still and motion picture cameras to enable his staff to take a more active role in documenting Delaware history with photography. There has been little delay in using these new tools. By June, approximately a half-million pieces from a seven-ton mass of state treasurer's records were microcopied, and, as a measure promoting security, vital statistics from the records of the State Board of Health and back files of selected newspapers were also copied.

The work with more conventional record media included an extensive program of document repair by lamination. Much of this activity was of an emergency character. In matters touching the transfer and disposal of state records, the archivist reports that state officers have accepted with confidence the services of the Hall of Records staff. Financial records, some of which

reached to 1944, bulked largest in the year's accessions; a wide range of records, both state and municipal, were inspected and marked for destruction. The testing of papers and inks is being continued with the co-operation of the state Highway Department. A revised "Approved List of Papers and Inks" forms an appendix to the report.

Finally, the diminution of activity in the field of war records collection may be noted. The work of acquisition is largely completed, and certificates of appreciation signed by the governor, the secretary of state, the president of the Public Archives Commission, and the state archivist are being awarded as a manifestation of the state's appreciation of the services given by citizens who voluntarily aided the collection of the record. A copy of one of these certificates of recognition forms one of the illustrations in the report. Staff members of the Hall of Records are now collecting and verifying data for a memorial volume which will be published in commemoration of the men and women of Delaware who lost their lives in the war.

The report illustrates the successful execution of a broad, yet balanced, program of archival activity in small state. It illustrates no less effectively that the work of the Delaware Hall of Records has established its foundations deep in the life of the state. The records also suggests that the Hall of Records has advanced to a stage of maturity for which many if not most of our state archival agencies are still striving. Thus in all probability it is a wise course to look to the successes and failures of the archival institutions in our smaller states—where programs can be carried to completion more rapidly than in larger states—for that synthesis of functions which is to distinguish the fully developed archival institution. The report of the Delaware Hall of Records offers such an opportunity to look ahead.

CHARLES W. PAAPE

Carnegie Institute of Technology

The Historical Department. Twenty-eighth Biennial Report of the Iowa State Department of History and Archives for the Period Ended June 30, 1946. (Des Moines, Iowa, 1946. Pp. 76.)

This *Biennial Report* is interesting because it coincides with two events closely associated with the Department. First, it is the final report to be issued by Ora Williams, who has retired as Curator. Secondly, 1946 marked the centennial anniversary of Iowa's statehood. Mr. Williams has taken this opportunity to recount the development of the Department, a task for which he is ably fitted as he has been closely associated with its activities since the first steps were taken to establish it more than fifty years ago. He also discusses the role of the Department during Iowa's second century in opening up "new horizons of usefulness and greater possibilities of advancement in cultural as well as material things."

Mr. Williams made great strides in preserving, cataloging, and making available for use, the governmental records of Iowa. Iowa, like other states, has many archival problems yet. The primary need is an adequate, modern

building to handle existing records and to allow for expansion. Presently, Iowa archives are located in a building which is not fireproof and houses a chemical laboratory! How many states may have followed this course of saving records from one type of possible destruction (dampness, vermin and other hazards in out-of-the-way places) while taking greater chances in another form? As Mr. Williams states, "Little more need be said." It is up to the General Assembly to remedy the situation.

In common with the Federal Government and other States, Iowa has these other problems to be met: a greater volume of records due to the War; the disposal of records that have no permanent value, but destruction has not been authorized by existing legislation; and the lack of trained personnel in governmental offices to determine what records should be saved for transfer to the archives.

The remainder of the *Report* consists of accounts of the continuing activities of the Department. One may add that the *Report*, in general, outlines the problems to be handled by the next curator in continuing the work of the Department which was accomplished during Iowa's first century.

HOMER L. CALKIN

National Archives

Tenth Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year July 1, 1944 through June 30, 1945. (Annapolis, 1945. Pp. 46.)

Eleventh Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year July 1, 1945 through June 30, 1946. (Annapolis, 1946. Pp. 40.)

For almost twelve years now Maryland has held a position of exemplary leadership among the states in working out progressive policies and practices for the care of public archives. The Maryland Hall of Records is one of the model archival agencies in the country which is visited each year by records administrators from other states, and from foreign countries as well. For those who are not so fortunate as to be able to see this interesting archives for themselves, Dr. Radoff's annual reports provide excellent comprehensive statements of the progress and direction of his program. In them appear useful information concerning the structure and functions of the agency, its staff and its budget, new accessions and finding aids, and general discussions of archival policy. The tenth report, for example, outlines the considerations underlying the Maryland policy of concentrating county records in a central depository, a question about which there has been considerable debate. The file of these reports is valuable reference material for anyone who is interested in broad problems of records administration at the state and local levels.

Dr. Radoff's experience should give comfort and guidance to the growing number of archivists who are laboring to improve conditions in places where the systematic care of public records is something new. There is little of the flavor of quick and easy achievement in his reports, though he has been in some ways conspicuously successful. He has been content to lay sure foundations and to progress one step at a time on a long-range program, holding

himself to limited objectives in his immediate operations, while thinking ahead always to the wider responsibilities of the future. He has had his unsolved problems and no one could be more frank in acknowledging them. But there is in all he says a sustained note of statesmanship, sound policy, and careful practice that will quicken the purpose of those who share such problems, whether in his system or in their own.

The Maryland archivist reports on the points of accessioning, processing, and servicing records, and in the preparation of reference aids and publications. The transfer of state and local "historical" records (i.e., for the period preceding the adoption of the Federal constitution) to the Hall of Records is stated to be nearly finished, the process having been hastened by mandatory legislation enacted in 1945. Photocopy and repair rooms attained in their eleventh year new production levels the highest in the history of the agency. Several guides and indexes have been printed for general distribution. These are accomplishments which the archivist is entitled to report with satisfaction.

In other matters too there is assurance of continuing effort. Training sessions have been arranged in cooperation with the American University and the National Archives. Negotiations have been carried on with the Maryland Historical Society looking toward an agreement delimiting the activities of the two agencies. Reference and other services to government offices have been increased, although it appears that the records are still consulted more frequently for genealogical investigations than for administrative purposes or for historical research.

As the task of assembling and making available the archives of the colonial and early national period is now nearing completion, the archivist is devoting more of his energies to problems having to do with the care or disposal of "Modern Non-current Records." Since 1941 government officials wishing to destroy non-current files have been required to offer them first to the Hall of Records. Already it is becoming clear that if the agency is to be charged with the broader responsibility of participating in the administration of public records generally, a considerable expansion of staff and facilities will be necessary. The present reports review several instances in which the archivist has recommended that certain files be preserved, but has been forced to refuse them himself owing to a lack of space. There is indicated also an alarming turnover in staff, due to grossly inadequate wage and salary levels, which must necessarily lower the standards of operation at the very time when expanded service is called for. If Maryland is to maintain its position of leadership in records management, there must be a recognition on the part of the State that the physical plant of the Hall of Records needs to be enlarged very soon, and that its staff members who are in a number of cases skilled technicians or professional specialists, should be paid accordingly.

CHARLES M. GATES

University of Washington

Twelfth Annual Report of the Archivist of the United States for the Year Ending June 30, 1946. (Washington, United States Printing Office. 1947. Pp. iv, 99.)

Had the National Archives foundered during the War no one would have blamed Dr. Buck and his associates. Hardly had they learned to navigate their vessel, which was none too substantial for the services of peace, than they were swept into a storm of war which threw up no less than ten million cubic feet of records. Nor had they any experienced pilots, for never before had archivists faced such problems. By careful planning they handled in a satisfactory way the torrent of records from demobilized departments. True, the War is not yet over for the National Archives because the bulk of the ten million feet of war records is still in the hands of the permanent departments, although since the outbreak of the War the National Archives has tripled its holdings.

Never before has the archivist been faced with such problems of selection and destruction. Dr. Buck reports that the most difficult decisions and the most imperative need of destruction comes in the field of what he calls "operating records"—the routine records of such agencies as the Selective Service and the OPA. It must have been difficult to make the decision that such material as the registrants' Selective Service folders "probably will not be retained indefinitely," but in view of the fact that the National Archives could not now house the ten or twenty per cent of the War records which will eventually be kept, it is plain that much that the historians would like to see preserved must go.

In spite of loss of personnel the National Archives has done a fine job on the peace-time records. It now has in its custody most of the records of enduring importance for the period up to the 1920's and, like the rest of us, it is getting more and more recent records. In spite of this, the National Archives last year check-listed more records than it received. However, it may seem that Dr. Buck is being unduly optimistic when, from the fact that destructions now exceed accessions, he concludes that "the seemingly endless pyramiding of Government records . . . has come to a stop." When you stop to think of it, this means only that half of the greatly increased accumulation of records is being destroyed. The Federal Government to-day is turning out non-disposable records at far a higher rate than before the War.

Equally serious is the fact that the records in the custody of the National Archives are deteriorating much faster than the present staff can repair them. This is particularly true of the films which Dr. Buck thinks should be inspected once a year and damaged ones duplicated. The fact that good paper is far more durable than any film yet made is one that even the National Archives ought to take into consideration.

It would no doubt pay archives to hire publicity agents to explain that they are not repositories of dead matter but active service institutions which commonly pay their costs several times over. This is particularly true in the Federal Government in which the crowded departments would, if left to themselves, destroy documents which would later, as in claims suits, be worth millions to the Government. More, also, should be made of the fact that more than half of the nearly 238,000 services performed by the National Archives last year were to the Federal agencies. Few of these could have been performed so well by the agencies themselves; many thousands of them could not have

been performed at all had there been no National Archives.

No mere review can do justice to Dr. Buck's report. Every professional archivist will read it in full and find in it much that relates to his own problems.

CLIFFORD K. SHIPTON

Harvard University Archives

Seventh Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library. 1945-46. (Washington. U. S. Government Printing Office, 1946. Pp. ii, 14.)

In the first year following the death of its founder and chief donor, the Franklin D. Roosevelt Library began to set the pattern we may expect to see followed in years to come: on April 12, 1946, the Roosevelt home was dedicated as a National Historic Site; on May 1 the inevitable coalition between the Library and the Home was inaugurated; on the same day the research room of the Library was opened and serious use of the manuscript material for research purposes began, ten times as many visitors flocked to the Home and Library as in previous years and there was every indication that the shrine "would soon stand with Mount Vernon and Monticello as a place of pilgrimage for the American people."

Problems that had been presaged in previous years were more clearly obvious as the pattern solidified. The inadequacy of the staff of nine to deal with the vast crowds, to answer countless inquiries, to arrange and rotate interesting exhibits and at the same time to process library material was obvious. The inadequacy of space became acute and the Archivist of the United States proposed that consideration be given the construction of an addition. The necessity for guides and selections from the late President's papers was recognized by a further proposal that a fund, to be administered by the American Historical Association, be established to foster research and to disseminate information on the history of the United States from 1910 to 1945.

As was inevitable, President Roosevelt's death brought a slackening in the material deposited with the Library, a slackening more acute in 1946 than it might be for several subsequent years because so much of the late President's paper was in the hands of his executors. During the year only 60 cubic feet of manuscript material was received (bringing the total holdings in this category to 2,738 cubic feet), half of this from the Roosevelt estate, consisting largely of Mr. Roosevelt's papers as Assistant Secretary of the Navy, 1913-1920, and the bulk of the remainder from Mrs. Roosevelt, including material relative to the inaugural ceremonies of 1933, 1941 and 1945, White House social functions and White House household accounts. Particularly interesting items given by Mrs. Roosevelt were a small notebook and eighteen exercise books from the President's boyhood. Other donors included Miss Francis Perkins, who gave the Library 125 items relating to her administration of the Labor Department, and the Democratic National Committee, presenting correspondence for the period from July 1932 to May 1933.

Enlarged space, increased staff are clearly the needs if this most interesting

archival experiment of a great president is to attain its full possibilities of service to the people he served.

MARY E. CUNNINGHAM

New York State Historical Association

Dominion of Canada. *Report of the Department of Public Archives for the Year 1946*. (Ottawa. Edmond Cloutier, King's Printer and Controller of Stationery, 1947. Pp. xxxix, 262.)

This report contains a variety of materials: the report proper of the Public Archives for 1946 (three pages), a list of accessions of the Manuscript Division for the year (seven pages); a section of "Historical Documents" (nineteen pages); and an appendix, a calendar of Nova Scotia official correspondence, 1802-1820 (262 pages).

The report of the Public Archives is a very brief resume of activities during the year. As was the case with archival establishments all over the world, the Department sought to reorganize its program on a peace time basis. Several former members of the staff returned from the armed forces, the Paris office reopened its doors, and the London office added to its force. Acquisitions were made by the Manuscript Division, the Map Division, and the Print Division. A serious loss was suffered in the death of Dr. James F. Kenney, who had been on the staff since 1912. During the year the Archives held two exhibits of pictures, and the War Museum, which continued to add to its collections, was visited by some 70,000 persons.

Acquisitions of the Manuscript Division include a diversity of materials, from a facsimile of the warrant for the execution of Charles I of England, 1648, to a set of departmental organizational charts of the Civil Service Commission, 1922; from a photocopy of a land grant, 1743, to a program of a concert, 1900; and from a facsimile of Magna Carta to extracts from a diary at Hong Kong, 1941. A few of the items are the official records of the Canadian Government, but most of them are heterogeneous assortments of other materials.

The "Historical Documents" are likewise varied. They comprise a portrayal of the Government of Canada under the French in the 1750's; a description of Halifax in 1793; the reminiscences of a member of an American loyalist family that settled in Canada in the 1780's; a letter from an artillery officer who made a magnetic survey of the Canadian Northwest in 1843-1844; and a group of brief documents regarding a proposed exhibition of heating equipment in London in 1881.

The calendar of the Nova Scotia official correspondence, 1802-1920, covers a homogeneous body of material that will be of particular interest to American historians, since it contains a good deal of information on the relations between the United States and Great Britain during the years of increasing tension which reached a climax in the War of 1812. The value of a mere calendar of documents, however, is being increasingly questioned, and the present one, containing only sketchy summaries of many items, does not

strengthen the case for the calendar.

The present reviewer's chief reactions are three: (1) In spite of the title, the volume is not in reality a report of the Canadian Department of Public Archives, for in only three pages there can be no adequate treatment of the activities and accomplishments, program and problems, of such an agency. A full and thorough report for the Department would have been useful and worth while. (2) Why include such a diversified assortment of materials in one publication? Would it not have been better to break these materials down into their component units and to issue each unit separately? (3) A volume of this size and scope ought not to be published without an index and there is none.

CHRISTOPHER CRITTENDEN

*North Carolina State Department
of Archives and History*

First Report of the Saskatchewan Archives. 1945-1946. (Regina. The Bureau of Publications, 1946. Pp. 27. Illustrations.)

The late Dr. Arthur S. Morton left a two-fold heritage to scholarship. *A History of the Canadian West to 1870-71* is a monument to his creative genius; the archives program of Saskatchewan is his legacy to his protégés in regional history. Archives received technical legal status in 1879, but it was not until the first World War that there were any tangible results. An "archives branch" of the Legislative Library was created, and under the direction of Mr. William Trant, valuable materials, but not official documents, were placed in its custody. In 1920, *The Preservation of Public Documents Act* prescribed the conditions under which non-current records could be destroyed and under which public documents could be transferred to the provincial archives. It did not, however, take due cognizance of the potential historical value of records, nor did it provide them with a repository. About 1937, Dr. Morton induced the Board of Governors of the provincial university to establish the Historical Public Records Office. Very appropriately, the progenitor of the program was made Archivist. Initial success in facilitating significant transfers under the Act of 1920 merely made the limitations of the law more apparent. In 1945, two months after Dr. Morton's death, the present law was passed.¹ It provides for an Archives Board of five; two are appointed by the Lieutenant Governor in Council, two by the University authorities; and the other member is the Legislative Librarian. This Board appoints the Archivist and prescribes the rules for administration. According to the law, no official document may be destroyed without the consent of the archives authorities, but the transfer or destruction of official papers requires an order in council. Acceptance of materials other than official documents is the exclusive prerogative of the Archivist. The University of Saskatchewan is the custodian of the Archives.

The report contains an excellent popular exposition on the nature of

¹ Text printed in *AMERICAN ARCHIVIST*, April 1947, Vol. 10, p. 216-217.

archives and lists the accessions to date. A modest but sound program has had an auspicious beginning.

HERMAN J. DEUTSCH

State College of Washington

Report of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas. United States Government Historical Reports on War Administration. (Washington. U. S. Government Printing Office, 1946. Pp. v, 238. List of Personnel and Consultants, Bibliography, 59 Illustrations, Index. \$1.50.)

On June 30, 1946, the Honorable Owen J. Roberts, as chairman of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas submitted to the President, Harry S. Truman, a report which henceforth may well represent a unique archival document in the history of warfare. For it is for the first time that the protection of cultural monuments has been made to constitute an important part of the complex machinery of modern war. The first realization of such a protection seems to have come from the private initiative of Lt. Col. J. B. Ward Perkins, an officer of the British Eighth Army in Tripolitania. In view of the collapse of the enemy administration in occupied areas, the staff of the British Chief Civil Affairs Officer in Tripolitania took over the responsibility of protecting the monuments of art. Thus a certain pattern was established for the protective work to be done by a group of the army in the field: a small beginning of what finally came to be the Monuments, Fine Arts and Archives Section of Civil Affairs Division in the United States Army.

With regard to the protection and salvation of works of art, private activities had been started by the Committee on the Protection of Cultural Treasures in War Areas of the American Council of Learned Societies and the American Defense—Harvard Group. These two groups continued their own work. But from August 1943, when the Commission was officially appointed, there was finally the principal agent needed to distribute the results of all the activities to the proper Governmental departments. This distribution involved primarily descriptions of the treasures, handbooks, and maps, all to be used directly by the army in the field. In the preparation of such files, extraordinary work was done by the Committee on Collection of Maps, Information, and Description of Art Objects, under the chairmanship of Mr. William B. Dinsmoor and Mr. Paul J. Sachs, with Mr. Charles R. Morey, Mr. Sumner McK. Crosby and Mr. William L. M. Burke as advisers. Since these files comprise all available information concerning the extent of damage, losses total or partial, the first restorations, the looting and restitution of art works, they will remain historical documents of unique importance.

The preparation of the protection of archival material was started relatively late. Although finally data on 1700 archival repositories were accumulated, the final report read by Mr. Oliver W. Holmes at the annual meeting of the Society of American Archivists at Indianapolis on November 6, 1945, frankly admitted that "the National Archives looks back upon its record with mingled feelings of both success and failure."

Divided into two large sections, the *Report* gives a full account first of the history of the Commission and all its activities, preparatory, as it were, and secondly of the actual "field operations." The first section clearly indicates the extraordinary complications and difficulties the Commission had to cope with in view of the numerous aspects of all the problems involved. The work implied relations with the Department of State, with its Division of Economic Security Controls, with the Division of Cultural Cooperation, with the War Department and especially with the Civil Affairs Division, with the Treasury Department and its Bureau of Customs as well, with the Foreign Economic Administration, and with Agencies abroad. In Part III of the report a detailed account of the "Preparation of the Commission's Archives" is given.

Naturally, the most interesting is the second section on the "Field Operations of Monuments, Fine Arts, and Archives Officers" (Part IV). Each campaign is described separately. All the reports make "fascinating" reading in that they unfold a drama of the most unusual kind. The surveys made of the damage suffered, the investigations carried out on the spot, the immediate beginning of restorations, often extensive, even when temporary only, restitution of art works and archival material to the original owners, all this done with less than the minimum of personnel, stands out as a great achievement. The *Report* is all the more valuable as apparently all deficiencies or failures are frankly mentioned. One reason that obviously accounts for most of the deficiencies recurs again and again in the *Report*: the unwillingness of the War Department to appoint specialists from civilian ranks to be officers of such rank as to secure authority in the field. That, nevertheless, a handful of men succeeded in carrying out the most comprehensive work for which no precedent existed, is a remarkable feat that the *Report* clearly demonstrates to the reader.

LEO SCHRADE

Yale University

British Records Association, Technical Section. *Bulletin 16*. ([British Records Association] London, 1946. Pp. 47.)

The introductory note to this *Bulletin* explains that the articles it contains have been selected for re-issue from *Bulletins* 1-15. The basis of selection was not merely interest, but usefulness and value to the archivist as well. Among the topics discussed are muniment rooms, showcases, maps, infra-red photography, protection of records against bookworms, treatment for library bindings, and war conditions and record work. The articles vary in length from a paragraph or two to several pages and were written by such noted archivists as Hilary Jenkinson and G. Herbert Fowler.

Numerous bits of archival information are scattered throughout the *Bulletin* and almost every archivist who reads it will find one item or another which will attract his attention, whether it be a recipe for flour paste, tips on the cleaning, repair and storage of maps, the recipe for the "British Museum mixture" for dressing leather bindings or a discussion on the use of chemicals

for bringing out faded writing. It is hardly likely however that any American archivist will find it necessary to heed the advice found in the article on strongroom construction when the writer deplores the use of gas for artificial light and chooses electricity instead.

The article on the application of microphotography to archives provides a penetrating analysis of the problem of using microfilm to serve the needs of individual students of archives in a way comparable to the manner in which it has served students of printed books. Aside from the technical difficulties of filming archives, the greatest problem for the archivist is to list and describe his records in such a manner that the student may select the materials he wants copied without a personal visit to the agency. At present this is seldom possible. It is also noted that the bulk of archives is so great and the needs of students so varied that, except for a few important series, it is not practical to prepare master film copies in anticipation of such needs. However, the idea of publishing films instead of volumes is not altogether abandoned.

The *Bulletin* concludes with a number of items dealing with the effect of war conditions upon records. In one case, the building surrounding a strong-room was destroyed by fire. After a lapse of several days the vault was opened. It had retained the heat to such an extent that some of the records packed near the roof "were seen after the opening of the door to be in a dull glow and then to burst into flame."

GUST SKORDAS

Maryland Hall of Records

Handlist of Manuscripts in the National Library of Wales. The National Library of Wales Journal Supplements, Series II, Numbers 1-9. (Printed at the private press of the National Library of Wales, Aberystwyth, 1940-1946. Pp. xxiii, 188. 2s. 6d. each, plus postage.)

The work of the Keeper of Manuscripts and Records of the National Library of Wales and of his assistants, this *Handlist* describes briefly manuscripts which are in volume form and of which no catalogs have been prepared. Realizing the long period that must elapse before its wealth of materials can be completely cataloged, the library has issued the *Handlist* as supplements to its *Journal* in order to acquaint readers briefly with the nature of its holdings.

The Introduction to the work contains a brief history of the Hengwrt-Peniarth Collection, the major collection of the Library containing probably the most valuable group of Welsh manuscripts in existence, as well as others in English, Latin, French, German, and Cornish. The assembling of this collection was begun by Robert Vaughan in the seventeenth century; it was acquired by the National Library in 1909. The *Handlist* itself is arranged by collection, thereunder numerically beginning with the first of the uncataloged items. Appended to the numbers for most of the volumes are letters signifying their size: A, for example, signifies that the volume is under 181 millimeters in height; B, that it is from 181 to 228 millimeters in height. The brief titles

of the volumes are followed by excellent digests of the contents occupying in most cases only three or four lines. Beautifully printed, the *Handlist* is arranged for the reader's convenience with titles in bold type and entries well spaced. As is the case in most lists of manuscripts there is little or no subject arrangement so that it is necessary to examine all entries for a collection in order to determine its value for particular research subjects.

ELIZABETH B. DREWRY

National Archives

An Introduction to the Papers of the New York Prize Court, 1861-1865, by Madeline Russell Robinton. Studies in History, Economics, and Public Law, No. 515. (New York, Columbia University Press, 1945. Pp. 203. \$2.55.)

The title of this book is too modest. It is not only an "introduction to the papers" of one of the Federal prize courts during the Civil War, but also an introduction to the court itself. It is, in other words, both a finding aid to a body of judicial records and a contribution to legal and administrative history. As such it provides one more illustration of the close interrelationship that exists between archival analysis and historical research, and an interesting example of a Ph.D. dissertation on an archival topic.

The papers described are the case records of the Prize Court of the United States District Court for the Southern District of New York, 1861-1865, and the logbooks and other ships' papers that were captured along with a given prize and deposited with the court. These records were "discovered" in New York City in 1936 by the Survey of Federal Archives (see National Archives Project, Work Projects Administration, *Inventory of Federal Records in the States; series II, The Federal Courts; no. 31, New York*, 1939, pp. 88-89). At some time between 1936 and 1945 the records were analyzed and arranged by Mrs. Robinton and microfilmed by the Columbia University Library, and subsequently, they were transferred to the National Archives along with many other noncurrent records of the district court (see "*National Archives Accessions*" No. 22. March 1-June 30, 1945, p. 1). The bulk of the records microfilmed is not indicated. It may have been anywhere between 28 linear feet (the holdings of the National Archives) and 50 feet (the figure given in the above SFA inventory).

As a historical study this volume covers in detail the organization, legal procedure, and administrative practices of the court, 1861-1865; the supervisory and investigative activities of the Solicitor of the Treasury and the Navy Department, especially in 1863; and the case histories of most of the 190-some ships that were brought into New York as prizes. On all these matters the author explored not only the records of the court itself but also certain Navy Department records and many Government and other publications. The research technique of using Federal records at more than one level or echelon of administration is noteworthy, and might have been extended a step or two farther to include the records of the Solicitor of the Treasury and those of the Attorney General (both in the National Archives for the

Civil War period). Among these records are a hundred letters or more on New York prize matters that passed between Edward Bates, Delafield Smith, William Evarts, Daniel Lord, Edward Jordan, and Navy Secretary Gideon Welles, including one by Welles (June 9, 1862) in which he cites President Abraham Lincoln's concern about the delay in distributing prize money to captors. Aside from these omissions, Mrs. Robinton's product is, nevertheless, a scholarly and critical contribution to the history of Federal justice.

As a type of finding aid for a body of Federal records, this study reflects some of the conventional and unconventional practices of the archivist. Thus, the study contains the previously mentioned administrative history of the court, without some of which—most archivists agree—the user of the records would be seriously handicapped; it describes (in great detail) the typical papers relating to a given case or ship (pp. 14-26); it lists the individual ships and their case numbers in the index, which thereby becomes an index both to the study and to the microfilm of the records; and it mentions some of the unusual, non-legal research uses to which the records might be put. All of these devices are carefully executed. Some of the conclusions and observations, on the other hand, are questionable. The definition that rearrangement of records according to provenance is a "reconstruction of the original order [of the papers] based on the procedure of the prize court" (pp. 13, 90, 190) is debatable and at variance with another statement (p. 11) that "the papers [on a case] were originally filed in chronological order, for they bear the endorsement of the date of filing." On the research values of the records, Mrs. Robinton is more enthusiastic in Chapter 1 than later (pp. 185, 172), where she states that the data on profits are "fragmentary" and that the data on blockade running do "little more than confirm a story already well known."

The appended bibliography (pp. 189-195) is somewhat weak chiefly because it is largely uncritical and unannotated. Thus, several series of Navy Department records are listed and briefly described on page 189, and several Navy publications are listed elsewhere, some in the bibliography (p. 189) and others in the text (pp. 51, 99). All of these items seem to be closely interrelated and both the archivist and the historian would like to have some critical appraisal, expressed in convenient form, as to what types of prize materials have already been reproduced in print and what kinds, remaining unpublished, constitute unique materials for further exploration. Likewise, in respect to the several New York City newspapers that are entered simply by title, one wonders, from a hint in the text (p. 75), whether many newspapers did not contemporaneously reproduce some if not many of the court's papers, including the auctioneer catalogs. Other entries (such as those on the Union Defense Committee and the New York Chamber of Commerce on p. 193) need some comment, especially since the index does not lead one to any relevant discussion in the text.

Editorially this study might have been improved by shortening some of the long quotations (e.g., pp. 91-110 *passim*); shortening the long statutory citations when they appear in the text; avoiding wordy phrases such as "the recrudescence of the primacy of the New York court" (p. 51); adding dates

to the titles of House and Senate documents (pp. 189-193); and expanding the index to include headings for the Supreme Court, the Attorney General, the Key West and New Orleans prize courts, and the names of two legal documents (Admiralty Docket, and Interrogatory) that have been carefully analyzed in the text. Except for these criticisms and quibbles, the study seems to be a sound piece of scholarship both from the archival and historical points of view.

MARTIN P. CLAUSSEN

National Archives

The Metropolitan Life: A Study in Business Growth, by Marquis James. (New York. Viking Press, 1947. Pp. viii, 480. Illustrations, notes, and bibliography. \$5.00.)

This formidable but readable business biography is of interest to archivists chiefly because of its extensive citation of manuscript sources, it will be judged elsewhere on its substance. Mr. James says he was given a free hand to write the story, for pay, and complete access to what must be a major collection of business records. "Connected with the Metropolitan Library," says an acknowledgement, "are what are called the archives, under the direction of Amy O. Bassford. They contain a fairly extensive and very useful assemblage of records, lithographs, photographs, and odds and ends." As in Mr. James' earlier works the notes are unusually numerous and detailed, and the manifold citations to the archives should interest anyone considering what to save among the files of a business firm. They include directors' and committee minutes, letters and memoranda, personnel files, ledgers, cash books, actuarial statements, sample and actual policies, and other items from both the central and division files, some of them going back to the company's first year, 1868. Use of varied and recent materials extends even to citation of the much-debated diaries of Henry Morgenthau, Jr.

PHILIP C. BROOKS

National Archives

The Parish Chest: A Study of the Records of Parochial Administration in England, by W. E. Tate. (Cambridge, England. Cambridge University Press, 1946. Pp. x, 346. Illustrations, notes, glossary, appendices, bibliography, index. \$4.75.)

Students of 16th and 17th English history and sociology will find this book indispensable. And, since a knowledge of how to use English parish records is a necessary part of the equipment of all historians of early colonial America, it will be scarcely less of a *vade mecum* for them as well. For the chief value of a parish register lies in the fact that it recounts the short and simple annals of a homogeneous folk within a well-defined locality; and a history, if it is to be accurate, must be based on just such local records. Generalizations about the history and sociology of Tudor and Stuart days will not stand up unless based ultimately upon local statistics, and it is quite safe to say that all the English colonists of early colonial America stemmed from some English parish.

There is some slight difference of opinion about the date of the origin of

the parochial system; Mr. Tate is inclined to believe that it "developed in its essentials before the Norman Conquest." Suffice it to say that a century after the Conquest, the parish had been delimited pretty much within the very bounds that circumscribe it today, and that the machinery that we find clanking away in Tudor times—tithes, the ecclesiastical incumbent, the vestry and its appointees chosen from its membership, the churchwardens, church rates—was either functioning or just about to function.

The parish register came into general use with the Tudors whose social and political aims necessitated a close and precise knowledge of the smaller subdivisions of each country in England. Indeed, one can attribute the emergence of the register and its importance to Tudor administrators to Henry VIII's break with Rome. In the autumn of 1538, immediately after two risings in favor of the ancient church, Thomas Cromwell issued the mandate that every parson, vicar or curate was to enter in a book every wedding, christening, or burial in his parish with the names of the parties; and that every parish was to provide a "sure coffer [the "parish chest," whence Mr. Tate's title] with two locks, the parson having custody of one, the wardens that of the other." Entries were to be made "each Sunday after service, in the presence of one of the wardens." This order was enforced under a penalty of 3s. 4d. for repair of the church. Parish records, therefore, appear in the form we know them after the promulgation of Cromwell's mandate.

Mr. Tate, quite rightly, has divided his book into two sections, the first dealing with parish records that are ecclesiastical, the second with those mainly civil. Under ecclesiastical records are to be found sections that deal with the parish register itself, the accounts of the churchwardens, and certain parish charities, briefs (royal mandates towards some deserving object), glebe terriers (*i.e.*, "land books"), tithe records, records of such miscellaneous activities of a parish church that naturally would turn up in a parish chest, such as the annual [?] visit of the bishop, lists of strange (*i.e.*, visiting) preachers, notices as to prospective enclosures of land, royal proclamations, "faculties" for the alteration of the church fabric, licenses from the bishop to eat flesh in Lent, or those issued to sufferers who sought to go to London to be touched by the King for scrofula. Detailed annotation upon sections I and II is to be found at the rear of the volume. By relegating there the numerous and necessary footnotes, Mr. Tate has freed the lower margins of his text from a litter of documentation that would discourage prospective samplers.

Section II, entitled "Records Mainly Civil," deals with those documents that emanate from the vestry acting as an ultimate unit of the local administration, *i.e.*, in its civil capacity. For as time passed, the Tudor government cast many duties upon the parish; constables, waywardens, and overseers of the poor gradually ceased to be officials of a manorial lord, and gradually grew to be officials of the parish. Hence their accounts and reports were eventually buried also within the parish chest. Consequently under "Records Mainly Civil" will be found sections treating of vestry minutes, agreements, petty constables' accounts, records of poor law administration, records of

highway maintenance, of open-field agriculture, of enclosures, and miscellaneous records such as census lists, counsels' opinions, and Acts of Parliament. As in Part I, Mr. Tate's annotation upon each section is relevant and precise.

And as if what he had already done was not enough, Mr. Tate has added a glossary of those terms that one meets in parish records. This word-list is well worth the making. Examination of only two letters, "B" and "C" has yielded the following matter for the lexicographer: *Badgers*, "licensed beggars, later also pedlars or chapmen," first meaning not given by either the *Oxford Dictionary* or *English Dialect Dictionary*; *Catchpole acre*, "an acre or strip on a parish boundary, the tithe of which belonged to the first incumbent who arrived at the spot to collect it," not given in *O.D.* or *E.D.D.*; *Crock*, "(processional) cross," not given in *E.D.D.* given *O.D.* under *Croche*, sb. Further examination of the glossary might yield other examples of words unrecorded in *O.D.* or in dialectal word lists.

It would, perhaps, enable us better to evaluate Mr. Tate's labors, if we outlined his treatment of one particular class of records. Let us take (entirely at random) Section V of the first portion of the book, "Church Courts." The section opens with a brief and reasonably precise description of the powers of an ecclesiastical court, be it archepiscopal (provincial), episcopal (consistory), or the lowest court of all, that of the archdeacon; its cognizance of such matters as failure to pay tithe, incest or marriage within the prohibited degrees, non-observance of holy days or excommunication. And let it be noted that these lapses from grace are all "exemplified" by instances drawn from particular parish registers. It can be seen that Mr. Tate has covered much ground.

His travels over parochial documents, however, have not dimmed his spirits; nor crabbed penmanship and dust deadened his sense of humor. I must not steal his thunder, but the following should whet the appetite of a prospective reader. One is uncertain whether to believe that the parish clerk who wrote down after the burial entry of Richard Cosen, churchwarden, "a Foole" (p. 65), or he who labelled deceased John Potter as "the egnorant" (p. 65), was malevolent or strictly truthful. One can sympathise with rector of Keston, Kent, who thus chronicled the advent of the parliamentarians into the village: "1643 on the 23 of Aprill our church was defaced our font thrown down and new formes of prayer appointed." To a devout Anglican destruction of the Church fabric is less important than any alteration in the form of prayer.

It is saddening to know that in these days when English county and municipal records have begun to receive a good deal of overdue attention, "the parish itself . . . the ultimate unit of local government . . . and the one which has been for many centuries most intimately connected with the social and economic development of the country, often neither knows nor cares what records it possesses, and naturally enough, therefore, at any time . . . may cease to possess them."

These are melancholy words, and far from true of our own country, where tradition counts for less, and the absence of a state church does not make for regular supervision and uniformity of entry of baptisms, marriages, and

burials. Moreover, traditional and legal disparities were not the only differences between English and American churches; there were natural differences as well. The early stages of Christian activity, in the Middle West at least, were based upon the itinerant preacher whose congregation was as itinerant as their pastor. The "parish"—where a "parish" could be said to exist—was no static organization, but here today and gone tomorrow. And both in the Middle West and the East fire was a constant enemy of church records, for the American church was of wood where the English is of stone.

Yet, whatever the lacunae there may be in American archives, or whatever the shortcomings of their keepers, there is much that we archivists can and must do to preserve those that remain. Our Society has sanctioned and blessed the effort to preserve church archives, and thereby given us a standing that will assure attention when we speak disinterestedly and *pro bono publico*.

But we can and must do more than speak. Each one of us must constitute him or herself a committee of one to see to it that the particular church of which he is a member, and other churches of his community, take adequate care of their records. In such a crusade tact and courtesy will, of course, be necessary, but it should not be a hard task to persuade pastors and their flocks that their doings are important to historians.

If there be any doubt as to the importance of church registers, one instance will remove it. Today we are dependent upon the baptismal, marriage, and burial registers of Stratford for our knowledge of the year of William Shakespeare's birth and death, for the year of the marriage of his eldest daughter, and for the death years of his infant son, his father, mother, and two of his brothers.

HENRY L. SAVAGE

Princeton University

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Denver and Glenwood Springs, Colorado
September 3-7, 1947

News Notes

KARL L. TREVER, Editor

*The National Archives
Washington 25, D.C.*

SOCIETY OF AMERICAN ARCHIVISTS

At the last annual meeting of the Society it was voted that the Council appoint a committee of five persons "to review the entire Constitution, in the light of the past ten years experience under it, and with the benefit of suggestions from the general membership as to the character of the changes desired, . . . to study possible revisions of the Constitution and report to the Council such amendments as the Committee may consider desirable." This committee, which has now been appointed and consists of Herbert E. Angel, Lester J. Cappon, R. D. W. Connor, A. R. Newsome, and Christopher Crittenden, chairman, requests that suggestions from the membership be mailed to the chairman, Box 1881, Raleigh, N.C.

Listed below are committees completed since the publication of the April issue of the *AMERICAN ARCHIVIST*:

Archival Bibliography: Karl L. Trever, chairman; Ernst M. Posner, Martin Claussen, Miss Alice Smith, Miss Margaret C. Norton, James N. Young.
Institutional and Business Archives: Emmett J. Leahy, chairman; Robert A. Shiff, Thomas C. Cochran.

Local Records: Hermann F. Robinton, chairman.

Membership: Virgil V. Peterson, chairman; Roscoe R. Hill, Dorothy Estes, David C. Duniway, Herbert C. Schulz, William D. McCain, Miss Margaret Pierson, Francis L. Berkeley, Jr., Robert W. Hill, Norbert B. Lacy, G. R. Lomer, Herbert O. Brayer, Thornton Mitchell.

Program, Eleventh Meeting: Herbert O. Brayer, chairman.

Research: Carl L. Lokke, chairman; Robert W. Hill, Lola M. Homsher, Arthur J. Larsen, Clifford K. Shipton, William H. Carlson.

LIBRARY OF CONGRESS

The contents of the *Robert Todd Lincoln Collection of the Papers of Abraham Lincoln* continues to attract considerable attention and invoke wide speculation in the press. The Library is bound by the conditions of the gift to withhold these letters, manuscripts, documents and other papers "from official or public inspection or private view" until July 26 of this year, except for the purpose of preparing "a complete index . . . to the end that their safety may be preserved against the time when they shall be opened to the public." The persons engaged in the preparation of the index, who, of course, are under the necessity of seeing and handling the collection, are under strict

injunctions of secrecy, and are forbidden to make any use of their knowledge, even to the extent of taking private notes from memory for future use in scholarly work. As soon as possible, after the date of opening, the Library hopes to make microfilm reproductions available at a reasonable cost to anyone wishing to purchase them. No precise estimate can be made at this time of the cost of positive reproductions, but it will probably amount to a sum between \$350 and \$500.

As to the contents of the collection, it is estimated that on the basis of physical displacement, there may be as many as 15,000 documents of various sorts, that all or many of these were examined by Colonel John G. Nicolay and Colonel John Hay in the course of preparing their monumental *Abraham Lincoln, A History*, that they were of such significance as to be preserved by the Lincoln family, and that they may be presumed to clarify certain obscure, but probably minute, details in the life of this uniquely American genius.

On February 12, the 137th anniversary of Lincoln's birth, the Library of Congress received from the Rev. Robert Dale Richardson of Medford, Massachusetts, great grandson of Jesse W. Fell, the original manuscript of Abraham Lincoln's "Autobiography" written toward the close of 1859.

The acquisition of a noteworthy collection of eighteenth and nineteenth-century papers, including more than one hundred letters of Abigail Adams, wife of the second President of the United States, has been announced by the Librarian of Congress. It consists of 482 manuscripts of Elizabeth (Smith) Shaw and members of her family, written between 1768 and 1857.

Of principal interest to students of early American political and social history are the 112 letters written to Elizabeth and her children by Abigail Adams. They begin in July 1784 when she took passage for England to join her husband (who had been one of the commissioners to draw up the treaty of peace with Great Britain) and they continue through February 1818, a few months prior to her death.

Supplementing these is a group of more than one hundred letters and copies of letters of her sister, Elizabeth, written between 1768 and 1811; more than two hundred papers of the Reverend Joseph Barlow Felt (1789-1869), librarian of the Massachusetts Historical Society (1842-1854), president of the New-England Historic Genealogical Society (1850-1853), and author of several widely-used books on New England history; and a group of business papers, principally of William Shaw.

Another recent accession of peculiar interest to members of the Society of American Archivists consists of 69 boxes of papers of James A. Robertson, first archivist of Maryland and charter member of the Society.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

In February the general meeting of the Interagency Records Administration Conference was concerned with "The Relationship of Correspondence Management to Records Administration." The speakers were Lt. Comdr. Myldred Jones, USNR, Miss Anita Loeber, Veterans' Administration, and John Britt, Federal Security Agency.

The subject for the panel discussion at the March general meeting was "Records Administration Programs—What They Are Now." The speakers were Charles D. Libbey, Tennessee Valley Authority, George McPherson, Records Management Section, Production and Marketing Administration, Department of Agriculture, and Mrs. A. N. Kilmartin, Quartermaster Corps, War Department.

The Constitution of the Interagency Records Administration Conference was adopted at the general meeting held on April 11, 1947. This meeting was devoted to a business session at which the Organization Papers of the Conference, consisting of: (A) History and Present Status of the Interagency Records Administration Conference, (B) Constitution of the Interagency Records Administration Conference, and (C) Accomplishing the Objectives of the Interagency Records Administration Conference, were presented by Edmund D. Dwyer and Philip C. Brooks, chairman and member, respectively, of the Subcommittee on the Constitution and Objectives. Mrs. Mary Cushing Niles and W. N. Rehlaender of the Council of Personnel Administration addressed the Conference on the subject of "The Development and Operation of the Council of Personnel Administration (with particular emphasis on the experience of that organization and its applicability to the Interagency Records Administration Conference)."

Processed transcriptions of the remarks made at the general meetings of the Conference are available for distribution. Copies may be obtained by writing Mrs. Olga V. Paul, now Conference Secretary, National Archives, Washington 25, D.C.

MISSISSIPPI VALLEY HISTORICAL ASSOCIATION

Archives were the subject of discussion at several sessions of the Association's April meeting in Columbus. Martin P. Claussen and James C. Olson discussed "Archives, libraries, and museums, the historian's sources of supply"; W. Turrentine Jackson reported on "Aids to western historians in the Interior Department Archives"; and Richard Overton and others discussed the "Technique of handling railway sources." Louis K. Koontz, Edgar L. Erikson, Eugene B. Power, Earl H. Manchester, Albert Boni, and Warner F. Woodring participated in a discussion of the relationship between microreproduction and historical source materials.

AMERICAN RED CROSS

An historical division was established some months ago to complete the collection and organization of data so that a history of the activity of the American Red Cross from its founding through World War II may be prepared. For this purpose a number of historians and research workers have been appointed, and an advisory committee is being established to counsel with the ARC administration and to aid in the selection of a historian to direct the production of the final volume.

BUSINESS RECORDS

At the meeting of the Lexington Group, held during the annual meeting of the Mississippi Valley Historical Association in April, Richard C. Overton presented a report summarizing and interpreting responses received to an inquiry sent to all Class I railroads concerning their historical publications and archives. Fifty-three companies replied to the inquiry and all but three indicated a willingness to grant qualified historians access to company records. The following men are among those now actively at work with railroad archival material:

Howard Bennett: Writing a history of the Hannibal & St. Joseph

Donald McMurray: Writing a history of the Burlington strike of 1888.

Charles W. Turner: Studying the sources of Virginia railroad history.

F. H. Woolfall: Studying the purposes, procedures, and progress of a survey of the New York Central's records.

W. A. D. Douglas: Writing the history of the Missouri-Kansas-Texas railroad.

INTERNATIONAL ORGANIZATIONS

UNESCO

Oliver W. Holmes, chairman of the Society of American Archivists' Committee on International Relations, and Luther H. Evans, Librarian of Congress, attended the National Conference on UNESCO March 24-26. Mr. Evans presided at the sessions of the section on "Books and Libraries in UNESCO's Program." This section agreed to recommend that the National Commission should recommend to UNESCO "the early inclusion in its active program of the provision in the draft report for the creation of an international organization of archivists to deal with questions of technique and administration, such as the exchange of personnel, general accessibility of archives, the establishment and exchange of inventories, the reproduction of documents and the exchange of reproductions."

International Federation for Documentation

The Swiss Association for Documentation will organize the XVIIth International Conference on Documentation at Bern, Aug. 25-28, 1947. The number of delegates is unlimited and Switzerland will be glad to receive as many delegates as possible. Subjects to be discussed include: national and international cooperation in documentation; the training of documentalists; international photocopy and microfilm service; technical means in documentation; photocopy and microfilm techniques; standardization in the documentation field; and classification in documentation.

FOREIGN NEWS

Italy

Information Concerning Italian Archives Extracted from a Report by Professor V. Vitale, University of Genoa, to Friends at the University of Wisconsin:

The Ministry of the Interior is now preparing a complete account of the war-damage

suffered by the national inheritance of historical and archival materials. The account will be published in a special number of the review "*Notizie degli Archivi di Stato*".

Genoa

The *Archivio di Stato* of Genoa suffered damage in the British naval bombardment of February 9, 1941. The documentary materials directly destroyed on that occasion, being of recent date and of administrative character, do not constitute a grave loss. Those materials which were of greater age and value had already been removed and have been salvaged unharmed. Thanks to these measures all documents relating to the medieval Republic of Genoa, from the most ancient parchments to those of the XVIII century have been returned intact to their original places in the *Archivio*.

The story is quite different, when it comes to the documents relating to the democratic Ligurian Republic of the late XVIII century, which had previously been transferred to the *Palazzo del Principe*, in the Piazza del Principe. The palace, located near the port, was hit many times both by aerial and by counter-aerial bombardment. At that, the greatest damage to the Archival materials has come (is coming) from weathering, because the palace is not yet repaired. These premises are not now nor are likely to be for a long time open for students.

Returning to the main *Archivio di Stato*. The *Sala di Studio* has been reopened for two months now, having been closed in the bad weather since its windows lack glass. Earlier, a few students had been by special permission able to work in the administrative offices which were in better repair, although not heated. The offices of the *Archivio* are as formerly at via Tommaso Reggio, 14. The superintendent is Dr. Felice Perroni.

The *Archivio Arcivescovile* was also damaged, by fire. In it many documents were destroyed, but these were of secondary importance or of an administrative character, dating from the XV to the XVIII centuries. Fortunately all the important and ancient materials, manuscripts, registers, and parchments had been previously put in a safe place and have been returned intact. The conservator of this *Archivio* is Monsignor Domenico Cambiaso.

Naples

In a preliminary fashion it can apparently be asserted that the *Archivio di Stato* of Naples suffered the greatest losses, for it lost ALL materials of any value for historical studies, as a consequence of a fire purposely set by the Germans just before they left.

Also the *Archivio Storico Comunale* was destroyed by fire. The nature of this destruction is covered in an article by Ernesto Pontieri in a number of the "*Archivio Storico Napoletano*" which was issued in 1946 although it bore the date of 1943.

Milan

At Milan all materials which had not previously been removed were lost because of aerial bombardment.

It can be estimated that in this way the *Archivio di Stato* lost three-fourths of its total holdings and the whole of the library. But the most precious items were fortunately saved.

The *Archivio Storico Civico* with its attached library was largely destroyed.

The *Archivio Arcivescovile* and the *Archivio Storico Notarile* escaped destruction, and the materials in the latter have now been taken over by the *Archivio di Stato*, whose own notarial materials were a total loss.

Palermo, Cagliari, Trapani, Parma, Bologna

It is reported that the archives in these centers suffered only minor damages.

Messina

Here all of the notarial materials are reported to have been destroyed.

Catania

The destruction of the *Archivio Comunale* of this city is doubly sad, because it was achieved by a fire in December, 1944, after escaping harm during hostilities.

Venice and the Veneto

All records of Venice and its region are reported to have escaped damage, except for some files of ambassadorial dispatches for the first half of the XVIII century which at the wrong moment were out on loan in Naples and were destroyed there.

Rome, Florence, Modena, Lucca, Massa and other centers

In all centers not specifically described in preceding sections, the archives escaped real damage and are currently open to scholars. The damaged centers are being opened as facilities permit.

It is possible to generalize by saying that the sources for medieval and economic studies, with the great exception of Naples and the lesser exceptions noted previously have been saved and are available for research.

DELAWARE

An interesting 18-page annual report of the Historical Society of Delaware was issued in April. Four pages of the report are taken up with a listing of the collections, autographed letters, manuscript books, deeds and maps, acquired by the Society during the year. Several interesting photograph collections are also reported as received.

INDIANA

State Librarian Harold F. Brigham stated in the *Library Journal* for January 15, 1947, that:

The State Library received approval in November of its request for an advance of \$33,000 from the Federal Works Agency for the preparation of plans and specifications for a proposed Archives Building to adjoin the present million-dollar State Library building. The estimated cost of the new structure is \$786,000. It is being designed not only to house archives of state but also to accommodate a central state repository of less-used books of all libraries of Indiana.

KANSAS

The Kansas State Historical Society has received the Kansas statistical rolls for 1939 (3,048 manuscript books) from the State Board of Agriculture. It has also acquired during the past year 51 manuscript volumes and 2,020 individual historical manuscripts, including the papers of Dr. John A. Read of Tecumseh, 1867-1918; the papers of Jay E. House, of the Topeka Daily Capitol, 1901-1919; the minutes of the Appanoose Vigilance Committee, 1874-1875; and some early township records.

MASSACHUSETTS

Readers interested in university and college archives will want to read the article entitled "The Harvard University Archives: Goal and Function" published in the first two issues of the new Harvard Library *Bulletin*.

MICHIGAN

The Michigan Historical Collections has recently received manuscript materials relating to the family and the public career of Kinsley Scott Bingham (1802-61), member of the Michigan State Legislature, 1837-45, United States Congressman, 1846-50, 1859-61, and Governor of Michigan, 1854-59. Family

correspondence reveals interesting information about farm and town life, social events, feminine fashions, and religion. Intermingled with local news of Camillus, New York, Green Oaks, Michigan, and other small Michigan towns are discussions of state and national politics. Four letters from James Warden Bingham, to his father Kinsley and his uncle Zebina Moses, offer illuminating accounts of recruiting problems, camp life, and military maneuvers of the Civil War. The letters will be added to the already substantial collection of Bingham-Warden family materials in the Michigan Historical Collections.

MISSISSIPPI

Another volume in the series of *Journals of the General Assembly of the Mississippi Territory* edited by William D. McCain has been published. This volume, *Journal of the Legislative Council, Third General Assembly, Third Session, December 2-29, 1805* (Beauvoir Community, Miss.: The Book Farm, 1947), is a reprint of a recently discovered copy originally printed in Natchez in 1806.

Mrs. W. O. Harrell, genealogist of the Department, has been on leave of absence because of illness for several months and will return to her duties on May 1. Mrs. J. W. Baxter, librarian of the Department, has resigned effective May 1 and will be replaced by Miss Maxine Madden, a graduate of the Library School of Louisiana State University.

NEBRASKA

James C. Olson, superintendent of the State Historical Society, was advised recently by Assistant Attorney General Kyle that before county officers and other officials having custody of public documents may destroy them they must notify the secretary of the society.

Kyle says that construing the three sections of the statutes applicable, it is clear that the legislature intended to have their provisions apply to all county and city offices as well as to state offices and institutions.

Dwight Griswold, Governor of Nebraska, 1940-1946, presented his collection of personal papers and other records to the Nebraska State Historical Society upon his retirement from office. The Society has also received a collection of papers, photographs and other records of Carl J. Ernst, prominent in the Land Department of the Burlington and Missouri River Railroad in Nebraska.

NEVADA

Word has been received that \$2,000 in planning funds have been allotted by the Federal Works Agency to the Nevada State Historical Society. The funds will be used in the planning of a new structure for the society, which is now housed in the basement of the State Building. Tentative plans call for a building to be erected on the northeast corner of Evans park in Reno.

NEW JERSEY

The New Jersey State Board of Education approved the appointment by Education Commissioner, John L. Bosshart, of Sidney Goldmann, as Head

of the Archives and History Bureau of New Jersey, at its meeting held January 7. The Bureau is part of the Division of the State Library, Archives and History, in the State Department of Education, having been set up under chapter 50 of the Laws of 1945.

NEW YORK

Manuscripts recently acquired by The New-York Historical Society include the following:

A volume containing James Lloyd's accounts, 1676-1684, with retained copies of letters and documents about Lloyds Neck, L.I., 1684-1689, and accounts of his son, Henry Lloyd, relating to the development of the Manor of Queens Village, Lloyds Neck, 1710-1731; manuscript account (in French) by the Chevalier de Meyronnet Saint Marc, of the Siege of Savannah by the French forces under Count d'Estaing, Sept. 1779; orderly book kept at the Headquarters of Lt. Col. Marinus Willett of the 3d N. Y. Regt., Feb. 17, 1777-May 21, 1778; orderly book of Captain Cornelius Van Wyck's Company, of Col. Jacobus Swartwout's regiment of N. Y. Militia, Kingsbridge, N. Y., Aug. 6-Sept. 30, 1776; original journal and agenda kept by William Wickham, lawyer of Orange County, New York, July 1759-December 1767; record book of William and George D. Wickham, of Orange County, consisting of copies of indentures, land deeds, of Orange County, 1793-1819; record book giving in full hundreds of property boundaries in Orange and Ulster Counties, 1767; letters and papers of Hon. Daniel Ullmann of New York, 1830-1885; manuscripts of about 220 speeches made by Hon. Henry E. Howland, 1868-1910; and a bicycling diary, 1893-1896, of Arthur Penrhyn Stanley Hyde.

OHIO

Among the recently acquired manuscripts in the Ohio State Archaeological and Historical Society are the following: Autographs of the members of the Ohio Constitutional Convention of 1850-51; quarters and fire bill of the *Confederate States Steamer Tennessee*; Charles Ely family papers, Elyria, Ohio, 1840-1880; first draft and printed copy of *General instructions to his deputies by the Surveyor General of the United States for the states of Ohio and Indiana and the Territory of Michigan*, 1833, compiled by Samuel Williams, chief clerk in the Ohio office; John J. Janney collection on temperance societies, Ohio politics and family history, Springboro and Columbus, Ohio, 1830-1905; drawings of the Ohio State Capitol given by the Ohio Department of Public Works; papers of the 89th, 122d and 128th Ohio Volunteer Infantry in the Civil War; a list of persons employed, 1824-25 by John Johnston, U. S. Indian agent at Piqua, Ohio, and an abstract of presents issued to the Indians by him, 1824-25.

OREGON

On April 8, Earl Snell, Governor of Oregon signed the last of four bills establishing a records program for Oregon. House Bill 485, which creates the office of State Archivist in the State Library, defines that officer's duties and powers. David C. Duniway, who was appointed State Archivist, in January of 1946, has been functioning under an opinion of the Attorney General, which allowed him to collect records for the use of government agencies, but did not further define his activities. The records disposal laws, House Bills 483 and 484, are modeled upon previous state laws which they repeal. The

authorization of the state archivist for the disposal of state records is not required since the Board of Control already uses the advisory services of that officer. Senate Bill 256 provides for photographic reproduction of records.

David C. Duniway, Oregon State Archivist, announces the appointment of Herbert J. Salisbury as Secretary to the Archivist. Mr. Salisbury saw service in the Navy during the late war, and is a graduate of the Oregon College of Education.

PENNSYLVANIA

The Historical Society of Western Pennsylvania recently acquired a considerable collection of Westmoreland County records, 1779-1850. They were purchased for the Society by A. E. Moredock from a dealer who "apparently acquired them as a result of one of those courthouse housecleanings that in the past at least have too often dispersed historically valuable records." The collection has not yet been organized, but a sampling of the material reveals such documents as court calendars, jury lists, constables reports, debtors petitions, tavern licenses, surveyors warrants, indentures, lists of voters, election returns, militia records, bridge permits, and wolf bounties.

The Department of Military Affairs of Pennsylvania has been authorized to collect and preserve "Selective service and other war records, such records to be housed in a newly constructed building, if adequate space is not obtainable in present public buildings." The legislature appropriated \$500,000 for the purpose, but the Governor approved the expenditure of but \$150,000 currently, giving as his reason for the cut "the insufficiency of the State revenue."

TEXAS

The Senate State Affairs Committee reported favorably on February 12 a bill to create a Records and Microfilming Division in the State Library and to make the Library Commission the custodian of noncurrent records.